

FIRE PREVENTION

SOP # 901.01

I. Scope

This standard establishes guidelines for fire suppression and emergency medical personnel assigned to conduct fire prevention inspections in their first-due areas.

II. General

- A. It is the goal of the department to prevent fires and to save lives and property. In pursuit of this goal, it shall be department policy to inspect all non-residential properties at least twice each calendar year.
- B. A secondary goal of the inspection process is to allow all members to become familiar with the buildings within their first-due response areas. The information obtained during an inspection will be of assistance in the preparation of a tactical survey for the occupancy.
- C. The fire marshal shall manage the company inspection program.
 - 1. The fire marshal shall develop and maintain a current, up-to-date master inspection list to include all buildings, businesses, and occupancies except one- and two-family dwellings.
 - 2. The master inspection list shall be subdivided as required. Separate lists will be developed for each fire station's first-due response area and for the occupancies that will be inspected by the fire marshal's office. These lists shall contain the following information:
 - a. The name and address of the building, occupancy, or business.
 - b. The occupancy code.
 - c. The inspection file number.
 - d. The first-due district.
 - e. The size and height of the occupancy.
 - 3. A permanent inspection file will be maintained for each building, occupancy, and/or business. A copy of each inspection report will be placed in the file each time the occupancy is inspected.
 - 4. A monthly report that lists the number of inspections conducted during the prior month by each fire and EMS Company and the fire marshal's office will be prepared by the fire marshal. The report shall indicate the percentage of

assigned inspections completed by each company and member of the fire marshal's office.

5. The fire marshal shall be responsible for the correction of all violations that are discovered. This shall be accomplished by re-inspections and/or the issuance of citations.
6. Instruction in the proper techniques for conducting fire prevention inspections shall be provided to each member by the fire marshal's office.
7. The fire marshal shall meet with members periodically to review problems and to answer questions that may arise.

III. Conducting the Inspection

- A. Company officers shall be responsible for inspecting all of the buildings and occupancies assigned to their company by the fire marshal.
- B. Each company officer shall receive his monthly inspection assignments by the 25th day of each month. This list shall designate the inspection of each occupancy at least twice each calendar year. The lists shall also be distributed so that each shift inspects all of the occupancies within the first-due response area at least once every 18 months.
- C. There is no charge for the initial inspection. If one or more violations are found during an initial inspection, it will be necessary to conduct a re-inspection. A fee is charged for each re-inspection and is listed on the Re-inspection Fee Schedule. The amount of the fee is based on the size of the occupancy, and it increases with each subsequent inspection.
- D. A total of two re-inspections will be conducted before a citation is issued. Citations may only be issued by a member of the fire marshal's office.
- E. The success of the company inspection program depends on the goodwill and voluntary compliance of the owner or manager of each business. A member's politeness and professionalism will go a long way toward making the inspection program a success.
- F. On entering the occupancy, the company officer shall ask to speak to the manager or supervisor. The officer shall introduce and identify himself to the responsible party and explain the purpose of his visit. He should ask the responsible party to accompany the inspection team. This will allow the team to explain the principles of fire prevention as well as point out and correct hazards.

- G. For smaller occupancies, it may be desirable to divide the company into two or more inspection teams to minimize the distraction to customers or workers. This will also allow more inspections to be done in less time in multiple occupancies. However, at no time shall any inspection be conducted by fewer than two members.
- H. The exterior of the building or occupancy should also be surveyed to determine the location of doors, windows, utility meters and shutoffs, construction features, etc. Note also the two closest fire hydrants or water sources.
- I. Many hazards can be corrected immediately on discovery. Note minor violations on the Inspection Report Form. No re-inspections will be required if all of the violations can be corrected during the inspection.
- J. All areas of the building or occupancy shall be inspected in an orderly and systematic manner.
- K. The results of each inspection or re-inspection shall be accurately recorded on the Inspection Report Form. Forward the pink and yellow copies to the fire marshal and give the white copy to the occupant. The yellow copy will be returned to the company officer if a re-inspection is necessary.
- L. If a problem arises during an inspection that cannot be solved by the company officer, a fire inspector or the fire marshal shall be requested to respond to the location to solve the problem in a timely, orderly fashion.
- M. Some violations are serious enough to request that a citation be issued immediately. Such violations include locked or obstructed exits, exceeding the posted occupancy load, or any violation that constitutes an immediate threat to health or safety.
- N. On discovery of such a violation, the inspection team shall request that a member or the fire marshal's office be dispatched to the location.
- O. If a problem is discovered that involves an automatic fire sprinkler system, standpipe, or other suppression/detection system, the inspection team shall notify the fire protection engineer (FPE) or other appropriate official such as the assistant fire marshal or senior inspector. This person shall be requested to respond to assist in correcting the problem.
- P. After completion of the inspection, the Inspection Report Form should be signed by the owner or other responsible party. Give the white copy to the responsible party. Provide an explanation concerning any hazards noted and the manner in which they should be corrected. If a re-inspection is necessary,

explain the re-inspection procedure in detail to minimize any misunderstanding.

- Q. If no hazards are found, check the box on the Inspection Report Form stating that the premises were found to be reasonably fire safe at the time of the inspection.
- R. Thank the responsible party for his assistance prior to leaving.
- S. In the event that the company officer is unable to complete an assigned inspection, he shall forward a written explanation to the fire marshal explaining the reason.

IV. Re-inspections

- A. When violations are found during a routine inspection, it will be necessary to conduct a re-inspection after the owner or manager has had a reasonable period of time to correct the violations.
- B. The first re-inspection will normally be scheduled 15 days after the original inspection. A second re-inspection, if necessary, will normally be scheduled 10 days after the first re-inspection. If the violations are not corrected by the time of the second re-inspection, a member of the fire marshal's office will be assigned to conduct a final re-inspection.
- C. The fire marshal's office will inspect the occupancy five days after the second re-inspection and will issue a citation if the violation has not been corrected.
- D. Re-inspections will be assigned by the fire marshal and should be conducted in a similar manner as a routine inspection. Only those items found to be deficient during the original routine inspection should be checked.
- E. Serious violations discovered during a re-inspection that were not discovered or that did not exist at the time of the routine inspection should be recorded, and the occupant shall be asked to correct those deficiencies as well.