

REVISION DATES:

ENGINE COMPANY INSPECTIONS

OBJECTIVE:

To establish a Capital City Fire/Rescue policy concerning the engine company fire inspection program.

GUIDELINE:

- 23.1.1** Fire inspections shall be conducted on a regular basis, as assigned.
- 23.1.2** Evening inspections shall be scheduled for occupancies that are not normally open during the day.
- 23.1.3** In general, engine companies will remain in-service while conducting inspections, unless prior arrangements have been made.
- 23.1.4** The company officer may allow one individual to remain with the apparatus if he/she deems it appropriate.
- 23.1.5** If an individual is to remain with the apparatus, fire prevention materials shall be on hand to distribute to members of the public who may stop to inquire.
- 23.1.6** In no case shall the individual remaining with the apparatus engage in sleeping or the conducting of personal business.
- 23.1.7** All members of the engine company shall: familiarize themselves with the occupancy to be inspected. Review previous inspection reports prior to inspection if available.
- 23.1.8** All personnel shall be in proper uniform, and are in the same uniform., and conduct themselves in a professional manner.
- 23.1.9** Personnel are not to conduct personal business, including phone calls during inspections.

23.1.10 Personnel are not to handle merchandise or make purchases during inspections.

23.1.11 Personnel are not to accept gratuities.

23.2 Responsibilities

23.2.1 Fire Prevention Division: CCF/R Fire Marshal and Deputy Fire Marshal shall:

1. Provide technical assistance and training pertaining to inspection practices and procedures and code interpretation.
2. Distribute inspection assignments.
3. Follow up on inspections when the engine company has been unsuccessful in gaining compliance.
4. Issue citations and/or notice of violation when necessary.

23.2.2 Division Chief: Shall ensure the engine companies complete inspections within the established deadlines.

23.2.3 Company Officer:

1. Shall become familiar with applicable codes, standards and ordinances.
2. Ensures that the engine company inspections are performed in accordance with this guideline and in a professional manner.
3. Maintains an inspection file of most recent inspections.

23.2.4 Firefighter/EMT/Paramedic

1. Performs assigned inspections in a competent manner within the established deadline.
2. Follows up on initial inspections during the time specified to the occupant.
3. Completes proper documentation and reports any difficulties through the chain of command.

23.3 Inspection Guidelines

23.3.1 Entry

1. Call ahead and make arrangements with management or owner to conduct the inspection.
2. Always enter through the main entrance.
3. Introduce yourself and explain the purpose for the visit (to conduct a fire inspection) and request permission to perform the inspection.
4. Request a guide to accompany you during the inspection. If valuables are involved, insist on a guide.

23.3.2 Entry Refusal

1. Permission to inspect must be obtained prior to conducting an inspection.

2. If entry is refused because it is not a convenient time, make an appointment that is agreeable to your schedule and the occupants.
3. If the occupant refuses entry and refuses to make an appointment, leave courteously and notify the Fire Prevention Division in writing.
4. Inspect the areas that are visible from the public way and does not require permission from the owner. Make note of any code violations, these may be helpful in gaining access through other legal means.

23.3.3 Conducting Inspections

1. After gaining entry and receiving permission to do the inspection, obtain the information to complete the top of the inspection form. Include the name, address and phone numbers for the building responsible.
2. Begin the inspection on the outside of the building, noting any fire department access, hydrant accessibility and condition, viability of exit discharges, etc.
3. Conduct the inspection of the interior using a systematic approach, either from the top floor to the lowest or the lowest to the top.
4. Inspect every room and space within the building. Note any areas that you did not have access to.
5. The engine company shall remain together during the inspection as much as possible. Exception: The engine company may be split up to do separate inspections in adjacent businesses.
6. Be aware of the number of CCF/R personnel in an establishment. Smaller businesses should not be overwhelmed by having 4 or more personnel in the business. Larger businesses may allow for more personnel.
7. Proceed with the inspection making notations of violations on the inspection report form. Write clearly and legibly, include as much detail as necessary.
8. If during the inspection a life hazard is noted, obtain immediate compliance if possible.

Examples: Life Hazard – Exit doors are blocked, locked or chained.

Hazardous Condition – Unsafe use of flammable liquids.

9. If unable to secure immediate compliance, immediately contact the duty officer or Fire Prevention Division.
10. On completion of the inspection, conduct a closing interview with the owner or occupant. Discuss the discrepancies that need to be corrected as well as any positive observations.
11. If no violations are found, make a note at the bottom of the inspection form.
 - 11.1 If one or two minor violations are noted, it is the discretion of the company officer if a follow up inspection is required. Make note at the bottom of the inspection form.
12. Significant or multiple violations require a follow up inspection.
13. Have the owner or occupant sign the form at the bottom to acknowledge receipt and issue him or her the pink copy of the report.
14. If a follow up inspection is needed due to violations, set a time and date for this.

15. Express the appreciation to the owner or occupant for their time and for their efforts in promoting fire safety in their business. Always be courteous and professional.

23.4 Follow-Up Inspections

23.4.1 It is important for follow up inspections to be preformed as scheduled by the same 23.4.1.1 engine company to establish credibility for the inspection program. If upon follow up inspection, all violations are corrected, make a note next to the item on the inspection form, initial and date and write "corrected" next to it.

23.4.2 If all violations have not been corrected, make a note of what corrections have been made and forward the inspection form to the Fire Prevention Division.

23.4.3 If the owner or occupant indicates that he/she will not comply, attach a memo describing the situation and attach the original inspection report form and refer the case to the Fire Prevention Division. Circle "yes" next to Forward to Fire Prevention space.

23.4.4 Hazards pertaining to other agencies/departments

23.4.4.1 When hazardous conditions exist that fall into the jurisdiction of other departments such as Building Department, Zoning Department, Health Department, etc., the inspection report shall be forwarded to the Fire Prevention Division with a note attached "Referral" with a brief description of the problem.

23.4.4.2 The Fire Prevention Division will channel these to the proper department or agency.

23.4.5 Follow-Up Inspection schedule

23.4.5.1 When violations are noted on the initial inspection, a follow up inspection must be scheduled to assure compliance.

23.4.5.2 The officer in charge will determine the date for the follow up inspection using the following guidelines:

23.4.6.1 A compliance date must be determined and given to the owner or occupant at the conclusion of the initial inspection.

23.4.6.2 Minor violations (non- life threatening): 15-30 days

Examples: Poor house keeping, exit lights not operating, fire extinguisher maintenance.

23.4.6.3 Serious violations (life hazard or threat): Immediate compliance required.

Examples: Blocked, locked or obstructed exits, improper storage of flammable liquids.

23.4.6.4 Major violations (violations requiring major modifications): More than 30 days.

Examples: Sprinkler system installation, insufficient exiting, etc.

23.4.6.5 Note the date of the follow up inspection on the inspection form.

23.4.6.5.1 If violations have not been corrected on the follow up inspection, mark "yes" next to Forward to Fire Prevention.

23.4.6.5.2 Forward the original form to the Fire Prevention Division after the follow up inspection. The Fire Prevention Division will send a notice and order to correct letter on all cases requiring enforcement and a follow up memo will be sent to the shift officer to advise the final out come.

23.5. Inspection Report Forms

23.5.1 General Information

23.5.1.1 Use black or blue ball point pen, write firmly and legibly, there are three copies of the form.

23.4.5.1.2 All information shall be printed, except for signature.

23.5.2 Distribution

.1 Pink: This copy to business at conclusion of initial inspection.

.2 Yellow: This copy retained by inspecting officer until entire district is complete.

.3 White: (original) This copy is to be forwarded to the Fire Prevention Division when there are no violations found, compliance is obtained after follow up inspection or when inspection is referred to the Fire Prevention Division for code enforcement.

23.6 Courtesy Residential Inspections

23.6.1 Residential Single Family home inspections will not be conducted as a normal course of business.

23.6.1.1 Inspect the inside of single family occupancies ONLY in the following situation:

.1 By request of the resident of the home and approval from the shift officer.

.2 In the event the residence is a rental, the property owner or management company should be notified prior to inspection.

23.6.1.2 Always have the resident accompany the fire department personnel on the inspection. Never allow personnel to be unattended in the residence.

23.6.1.3 For protection of fire department personnel, avoid situations in which personnel are in a residence with a member of the opposite sex.

23.6.1.4 Always be courteous and professional.

23.6.2 Record Keeping

- .1 Record the inspection on a standard inspection form, noting "Courtesy Residential Inspection By Request" on the inspection form.
- .2 Forward the original report to the Fire Prevention Division.

23.6.3 Follow Up Inspection

23.6.3.1 Follow up inspections will not generally be conducted on a residential inspection unless:

- .1 Requested by the occupant
- .2 Serious life safety issues were found

23.6.3.2 If the inspection reveals a need for inspection by other agencies, such as Health Department, Family Services, Electrical/Utilities, etc. follow the procedures outlined in section 23.4.

23.7 Record Retention

23.7.1 Inspection Report Form

The original (white) copy of the inspection report form shall be retained by the company officer until forwarded to the Fire Prevention Division in accordance with section 5.0. The original (white) copy of the inspection report form is a legal document. The information recorded on the form is a public record and may be utilized for legal action when required.