

Washington Township Fire Department Standard Operating Procedure

Division 700: Fire Prevention, Life Safety and Education
Section 701: Fire and Life Safety Inspection
Subject 701.03: Fire Inspection Forms & Supplies
Supersedes :



Approved By:

Date: September 17, 2007 Date Last Reviewed:
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PURPOSE:

The Department pursues an active and effective fire inspection program to support the fire suppression, public education and other related programs. It is necessary to gather, organize, retrieve and report information to promote and support the fire inspection effort. This policy identifies and defines the required forms and supplies that may be used during fire inspection activities.

RESPONSIBILITY:

It is essential that inspection force members use the correct and most appropriate form to collect and record data. Members must know and practice the provisions of this policy.

PROCEDURES:

Supplies used during the course of completing fire inspection and prevention activities may include, but are not limited to:

| | |
|--------------------|----------------------------------|
| Camera | Inspection folder |
| Clip board | Measuring device(s) |
| Coveralls | Note paper |
| Eye protection | Pen |
| Flashlight | Pitot tube and associated gauges |
| Forms | Reference books |
| Hard hat | Safety shoes |
| Hearing protection | Vehicle |
| Identification | |

Forms used during the course of completing fire inspection, investigation, and prevention activities may include, but are not limited to:

Form 50 – No assignment at this time.

Form 50e - Basic Fire Inspection Report

This form is expressly for the purpose of providing fire inspection data to a business owner/occupant immediately after a fire inspection has been conducted. The form is to be completed in a handwritten (printed) format, black ink and legible. When completed, the three different color sheets are distributed as indicated at the bottom of each sheet. Use Guidelines of Each Element on the Form:

NOTICE – Enter the number “1” with each subsequent related re-inspection numbered sequentially.

DATE – The date of the inspection (or re-inspection).

OCCUPANT – The business name that has been inspected.

ADDRESS – The address where the inspection occurred.

MANAGER/OWNER – Cross out the title that does not apply, and enter the person’s name.

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OCCUPIED AS – The NFPA 901 Classification number.

PHONE – The business telephone number of the MANAGER/OWNER.

NFPA 901 CLASSIFICATION – Enter the primary number (up to three) that apply to the business.

“**TO: MANAGER, OWNER, OCCUPANT...**” – cross out what does not apply.

HAZARDOUS CONDITIONS – Are sub-divided into eight classifications (identified with roman numerals) with numerous sub-categories. Place numbers, in numerical order, on the blank line in front of the particular condition that fits the hazard/violation encountered. It is possible to place two or more numbers on the same line as the hazard/violation may have been found in more than one location.

OTHER (sub-category) – Four rows of three lines (two short and one longer) are provided to enter data that does not easily fit into the sub-categories above. The first short line in the row is to have one of the roman numerals entered if the hazard/violation is associated with that sub-category, otherwise leave the line blank. The second short line would have the number entered that continues the numerical order started above to identify each hazard/violation. The third, longer line is used to state the hazard/violation.

LOCATION AND REMARKS – Enter the numbers from the two items above that sequentially list each hazard/violation, describing the location of the hazard/violation and any information needed for correction. Enter recommendations or observations in this area as well.

CONDITION REFERRED TO ... - Place a number on the line in front of the agency name that the matter is being referred to so it is easier to identify why a referral has been received. Attach a separate written explanation and additional information as necessary to assist the referred agency in understanding the hazard/violation, the referral and what the expectation is for the agency.

YOU ARE HEREBY REQUIRED ... - The number of days that will elapse before a re-inspection is scheduled to occur.

PAGE... - The number that indicates page numbering (e.g., “PAGE 1 OF 2”).

OCCUPANT’S REPRESENTATIVE – Have this person sign indicating receipt of the document and that it is not an acknowledgement of anything else. Print an entry of “refused to sign” if so indicated.

DATE – The date the Occupant’s Representative signed the form.

INSPECTOR TITLE – Print the inspector’s name along with his or her job title.

SIGNATURE – The signature of the person that performed the inspection.

Form 51 – Inspection History

Used to document the occupancy owner, building owner, occupancy manager, “off hour” emergency contacts, and whom is to receive copies of the *Basic Fire Inspection Report*, along with a complete listing of the chronological inspection history for the occupancy.

Form 51A – Inspection History Continuation Sheet

Used to continue the listing of the chronological inspection history.

Form 51B – Dwelling Inspection

Used to notify a dwelling occupant or owner of conditions found during a non-required inspection of the premises.

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Form 52 – Washington Township Fire Department Pre-Plan (two pages)

Page 1 – collects data such as occupancy name, address, ownership, water source, size, number of stories, building status, construction type, roof covering, alarm system, detectors and extinguishing system.

Page 2 – collects data such as occupancy name, address, hazardous materials storage, any notes/comments, first alarm assignment and inspector completing the form.

Form 53 – Maximum Occupant Load Card

Used to document the maximum number of occupants for a given area or room within a building. Primarily used when the building inspection department card or notice is not readily available or additional cards are needed.

Form 53A – Zoning/Planning Commission Project Review

Used to list all outstanding projects that are currently in the process of being zoned or re-zoned.

Form 53B – Building Plan Review

Used to list all outstanding projects that are currently in the process of being constructed or re-modeled and have permits drawn through the appropriate building inspection department. (Within Centerville, the City of Centerville Building Inspection Department, and within Washington Township, the Montgomery County Building Regulations Department.)

Form 54 – Inspector’s Route Card

Used to document activities of the Division of Fire Safety. Various entries are made on this form. (e.g., Inspections, complaints, etc.) The entries are used to tabulate activities and provide data to compile monthly reports containing total inspections, violations, complaints, etc.

Form 55 – Consolidated Inspection Report

Used to tabulate monthly performance measures from statistics provided by the Bureau of Fire Safety.

Form 56 – Fire and Life Safety Program Evaluation

A performance measurement instrument for those who participated in fire and life safety opportunities. These are completed to express participant’s opinions about the instructional quality of the programs.

Form 57 – Preliminary Fire Investigation Report

A robust collection of data necessary to initiate a fire investigation. The information includes dates, times, location (address) of incident, report numbers, evidence technician, owner and occupant(s) of the property, including address and place of employment, insurance info, fire loss estimates, investigative personnel assigned, law enforcement agencies involved, witness data, injury/fatality data, and additional remarks.

Form 57B – Fire Investigation Voluntary Statement

Used to record witness data and statement for fire investigations.

Form 57C – Person of Interest Card

Used to collect physical and background data from an individual who is a person of interest in a fire investigation.

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Form 58 – Fire Department Permit

Used to record the necessary information when a Permit has been approved for issuance. Permit will list business information, terms and conditions of the Permit, and be signed by two fire department authorities.

Form 58A – Application for Fire Department Permit

Used to provide application data and information to assist in the issuance of a Fire Department Permit.

Form 59 – No assignment at this time.

JFS Form #1 – Juvenile Firesetter Intake Report

Used to collect data about a child that is being considered for or is being taken into the Juvenile Firesetter Program.

JFS Form#2 - Juvenile Firesetter Screening Summary (two pages)

Used to collect the initial information about a child entering the Juvenile Firesetter Program.

JFS Form #3 - Juvenile Firesetter Education Evaluation

Used to evaluate the value received from participating in the Juvenile Firesetter Program.

Form #4 - Juvenile Firesetter Release of Information (two pages)

Used to have a legal guardian release liability for the fire department while a child participates in the Juvenile Firesetter Program.