

# Washington Township Fire Department Standard Operating Procedure

**Division 700:** Fire Prevention, Life Safety and Education  
**Section 701:** Fire and Life Safety Inspection  
**Subject 701.04:** Fire Inspection File System & Organization  
**Supersedes :**



## Approved By:

Date: September 17, 2007 Date Last Reviewed:

Page: 1 of 2

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## PURPOSE:

The Fire Department has an efficient and effective file system for storing and holding fire inspection files. This system provides users the information they need to perform their duties.

## RESPONSIBILITY:

Authorized and properly trained members have the responsibility to provide the most effective use of the inspection files as practical. Members will familiarize themselves with the provisions of this policy and practice them.

## PROCEDURES:

The Fire Records Clerk and the Division of Fire Safety Inspectors organize, maintain and use the Fire Inspection File System ("System"). Others consult with and coordinate with these individuals to enable the addition, revision or other use of the files contained within the System.

The Department keeps System records at Fire Headquarters in a horizontal retrieval system. Individual inspection files are organized by street address with the first two letters of the street name prominently displayed on the folder. A maximum of three numerical digits in the number block area identify the street address. Files are also color coded according to districts that match the fire districts as follows:

Pink	District 41	Blue	District 42
Green	District 43	Yellow	District 44
Orange	District 45		

Each inspection folder may also display:

- A "complex indicator" - a colored tape marker, if the occupancy is part of a complex.
- A "direction designation", if the occupancy is on a street with north, south, east or west as part of its name.

The exterior of the inspection folder contains information specific to the occupancy and may include, but is not limited to, (1) address, (2) occupant, (3) telephone number, (4) basic construction features of the building, (5) built in fire protection components, (6) fire protection system features, (7) fire district data, (8) inspection district and schedule, (9) fixed property uses, (10) permits issued, and (11) occupancy load.

Each inspection folder contains:

1. *Inspection History* sheet(s) (Form 51)
  - Name, address and telephone number of the Occupancy
  - Name, address and telephone number of the Manager

## Subject 701.04: Fire Inspection File System & Organization

Date: September 17, 2007

Page: 2 of 2

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Name, address and telephone number of the Occupancy Owner  
Name, address and telephone number of the Building Owner  
Names and telephone numbers of “OFF HOUR” Emergency Contacts  
Who to send copies of the *Basic Fire Inspection Report*  
A chronological listing of activity and business dealings with the occupancy  
Includes any inspection activities  
Includes the name of former tenant(s) within a leaseable space

2. Copies of *Basic Fire Inspection Reports* (Form 50e)

Copies of all previous *Basic Fire Inspection Reports*

3. *Pre-Plan Sheet* (Form 52)

Contains data collected from a plans examination, site survey and file (Form 52, two pages)

4. Forms and papers related to construction

*Plan Review* data sheet (Form 53C) and any letters of correspondence

5. Correspondence

Letters, memorandums, e-mail, etc. relevant to the inspection history

Within a “complex” there may be more than one occupancy to inspect. A strip shopping center is an example. One owner controls all building/structural elements, but leases space to individual tenants. These situations generate two inspection folders. Each tenant has an inspection folder, and the building owner has an inspection folder that describes the lease/own arrangements.

Before checking out a folder from the System, the inspector completes an “OUT CARD”. The inspector then places the “OUTCARD” where the folder was to indicate where to return the information. Persons from outside the Division of Fire Safety work through the Fire Records Clerk to obtain an individual inspection folder.