SUBJECT:	COMPANY FIRE PREVENTION INSPECTIONS	**SECTION:**	204.03
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PURPOSE

To protect lives and property from fire by establishing a programmed designed to prevent fires, and to minimize fire spread and loss through Fire Prevention Code adoption and enforcement. To secure the correction of command fire hazards addressed in Fire Prevention Codes adopted by City ordinance through inspection efforts of fire department units. To provide fire company personnel with a means of familiarization of properties in the City of Reading

POLICY

The policy of the Reading Fire Department is to conduct fire prevention inspections of all occupancies in the City of Reading except single and two-family residences. Single and two family residences will be inspected upon request of the resident or property owner. All fire department personnel assigned to a fire company will participate in the company inspection program.

Inspections shall be made during normal business hours. Some occupancies may require special inspection times.

PROCEDURE

A. Preparation for inspection
    a. Determine properties to be inspected
    b. Print an occupancy head sheet with occupancy contact information
    c. Familiarize yourself with the kind of hazards normally found in this type of occupancy.
    d. Review prior inspection reports to view previous violations.
    e. Equipment required to make inspections:
        i. Inspection Head Sheet
        ii. Clip Board
        iii. Writing device
        iv. Flashlight
        v. Preplan drawings (If Available)

B. Approach
    a. Note the correct address on the head sheet
    b. Note the correct name of the business

c. Walk completely around building noting the locations for access, fire protection system controls and water availability. This information can be used to update the preplan.

C. Introduction
   a. Enter the building and ask to speak to the property owner, business owner or occupancy manager.
   b. Introduce yourself and explain the reason for your inspection.
   c. Before leaving occupancy, make sure all occupancy contact information is correct.

D. Observations
   a. Observe conditions effecting life safety, building construction, heating equipment, hazardous materials, electrical wiring, house keeping and fire protection equipment.
   b. Make notes on the nature and locations of violations.
   c. Discuss the violations with the occupancy representative.

E. Closing
   a. If you are confronted with a code problem that you are unsure of, explain that you will check into the requirements and will get back to the representative as soon as possible.
   b. If violations are found, inform the representative that you will be sending an inspection report which will address the violations that have been found, and the correction required. Included will be the date for a re-inspection.

F. Inspection Report
   a. Inspection reports shall be filled out be the member making the inspection and entered into the department database. This entry shall include any updates or changes to occupancy contact information.
   b. Inspection reports shall be delivered to the responsible person either by U.S. Mail or hand delivered.
   c. Time to correct violations and establish a re-inspection date should be set for a maximum of thirty days for the first inspection. However, depending on the severity of the violation and effect on life safety, this time period can be set appropriate to the violation. The time period for the first and second re-inspection if required should be a maximum of 15 days.
   d. The ‘Second Notice” copy of the inspection report shall be sent after the first re-inspection if all violations are not corrected.
   e. Violations outstanding after a third inspection is made shall be referred to the unit supervisor.
   f. The unit supervisor and firefighter shall then re-inspect the property together.

g. The unit supervisor shall set a re-inspection date no longer than 15 days after this inspection.
h. When the unit supervisor re-inspects the property and finds violations not corrected, the inspection will be turned over to the Assistant Fire Chief. The Assistant Fire Chief shall take one of the following actions:
    i. He/she may revoke the violation noted if it has been incorrectly listed.
    ii. He/she may modify the code requirements if in his/her opinion the violation is not a threat to life or property and it has been an existing situation.
    iii. He/she may modify the code requirements if in his/her opinion the intent of the code has been met.
    iv. He/she may issue a “Fire Safety Order” to the responsible party to correct the violation providing a maximum of 30 days for compliance. If the violation is not then corrected, he/she shall issue a summons to mayor’s court.

RESPONSIBILITY

The Assistant Fire Chief will conduct annual in-service sessions (minimal quarterly) throughout the calendar year, which shall include a session at the start of each new calendar year. The initial in-service for the calendar year will focus on issues/concerns with the upcoming inspection season, as well as, a review of the Company Fire Prevention Inspections SOG (204.03) and associated forms. The balance of in-service sessions will focus on specific fire inspection/code related issues, as deemed by the Assistant Fire Chief.

The Assistant Fire Chief shall be responsible for establishing the frequency and in what month occupancy inspections shall occur. The Assistant Chief shall provide a listing at the beginning of each month, for each shift, the inspections and re-inspections scheduled for that particular month. An additional report will also be distributed to each shift, listing what occupancies were not inspected/re-inspected the previous month, as slated. Inspections/re-inspections not completed in the scheduled month shall become priority in the following month.

The Assistant Fire Chief shall be responsible to assure all multi-family dwelling occupancies are scheduled and inspected on a regular basis (minimum of every other year).

The Assistant Chief shall monitor the program for quality and consistency of the inspections performed. The quality assurance program shall include the shadowing of each inspector, by the Assistant Fire Chief, twice each year.

A report outlining all fire inspection activities shall be forwarded to the Fire Chief on a quarterly basis, the final report of each year also summarizing the entire year.

The Assistant Fire Chief shall be considered the “Fire Official” or “Authority Having Jurisdiction” (AHJ), as designated by the Fire Chief, when referred to in the Fire Prevention Code and shall be responsible for the review of all construction documents seeking permits, new occupancy inspections, and decisions in these capacities otherwise.

The city shall be divided into three (3) geographical areas known as ‘Inspection Districts”. Each department unit will be assigned one district. Unit officers are responsible for managing and conducting inspections for properties in their assigned inspection district.