
S.O.P. #: 200-01 (formerly 200-05)

SUBJECT: INSPECTIONS, POLICIES AND PROCEDURES

DIVISION: FIRE MARSHAL'S OFFICE

Objective: The primary function of the Fire Marshal's Office shall be to maintain the required level of Fire Prevention Code enforcement through routine and special field inspections. It should be noted that all personnel assigned to these offices are Special Assistant State Fire Marshals.

Section 1: General Field Inspection Polices. It shall be the duty of the Fire Marshal to:

- A. Familiarize themselves with the building/s to be inspected beforehand, if possible, by consulting previous inspection reports.
- B. Present themselves to the building owner/manager:
 - 1. Displaying proper Fire Department identification.
 - 2. Acquaint them with the purpose of the visit.
 - a. Routine Inspection;
 - b. Complaint;
 - c. Issuance of Permit;
 - d. Special Request.
- C. Give the opportunity for the owner/manager to accompany them during the inspection.
- D. Conduct the inspection:
 - 1. Compliment occupant on fire prevention/protection measures which have been properly installed and maintained.
 - 2. Record discrepancies and violations on the inspection form.
 - 3. Discuss discrepancies and violations with occupant so as to minimize any possibility of misunderstanding.
- E. Establish a date for reinspection:
 - 1. Reinspection is necessary when all violations are not corrected on the spot.
 - 2. Date of reinspection is predicated upon the type of occupancy and seriousness of violations.
 - 3. Obtain the signature of occupant/owner on inspection form.
 - a. Give pink copy of Inspection Report to owner/manager, or designated representative.

S.O.P. #: 200-01 (formerly 200-05)

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F. Reinspect premises:

1. Reinspection shall be made on or when due date elapses.
2. Upon discovery of continuation of violations:
 - a. Establish a new compliance due date;
 - b. Ascertain reasons for non-compliance.
3. Upon correction of all violations, thank occupant for their cooperation:
 - a. File yellow copy of inspection record in satellite office files;
 - b. Forward white copy of inspection record to the main Fire Marshal's Office for review and filing.

Section 2: Policies in Handling Complaints

A. Complaints are normally received from the main Fire Marshal's Office:

1. Complaints are entered into the master computer.
2. Complaints will be assigned to the Lieutenant in the appropriate section (i.e. East, West, Central).
3. Inspection is made to determine validity of the complaint.

B. Complaints must be investigated within five (5) working days.

C. Upon completion, return all completed records to the main Fire Marshal's Office.

Section 3: Policies in Handling Liquor Licenses

A. Liquor Licenses are received from the Fire Marshal's Office:

1. Licenses are handled in the same manner as requests.
2. An inspection is made to determine code compliance.
3. An inspection report is completed noting any recommendations.
4. Upon compliance and inspection all licenses are given preliminary approvals.
5. Non-compliance of recommendations shall be forwarded to Section Supervisors.

NOTE: If the occupancy has been inspected within the past 11 months and has not undergone renovation, it will not be necessary to perform an additional inspection and the license will be processed by the ADO.

B. The section Lieutenant is notified when recommendations are not complied with and takes corrective actions, as appropriate.

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Section 4: Procedures in Measuring and posting Place of Public Assembly

- A. Places of Public Assembly are measured and posted upon:
 - 1. Issuance of certificate of occupancy. (New construction)
 - 2. Change of occupancy to assembly.
 - 3. Request.
 - 4. Discovery of previously unposted assembly area.
 - 5. Change or alteration in size or exit capacity of existing assembly area.
- B. Advise owner/manager of code requirement to post building capacity.
- C. Make a rough sketch of the assembly area during inspection.
 - 1. Sketch should include room dimensions.
 - 2. Location and size of fixed objects.
 - 3. Location and dimensions of emergency exist.
- D. Make final drawing and compute occupancy load, according to NFPA 101 Life Safety Code, as adopted:
 - 1. Drawing should be suitable for filing.
 - 2. Compute occupant load or room or area:
 - a. Based on occupancy type,
 - b. Based on square footage.
 - c. Based on capacity of exits.
- E. Forward drawing to district Fire Marshal's Office:
 - 1. Section Supervisors shall review drawings before forwarding to the main Fire Marshal's Office.
 - 2. Post capacity signs in place of assembly.
 - 3. Forms and drawings to be returned to section office.
 - 4. File forms and drawings in the main Fire Marshal's Office and district office.