



Bureau of Engineering  
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## Back To The Basics ??



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## Some Of The Basics

1. Understanding The Mission
2. Prepare for an Inspection
2. Conduct a Systematic Building Inspection
3. Document an Inspection
4. Fire Prevention & "Ignatius" Control

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## The Mission

- Self
- Organization
- Customers / Public

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## Who, What, When to Inspect

- As Directed
- Schedules
- Agency
- Licensure
- Requests
- Complaints
- Time Since Last Inspection

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## Who, What, When to Inspect

- ▣ Priorities
  - Criticality
  - Life Hazard
  - Fire Hazard
  - Licensure
  - Age
  - Example

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## Preparation Before the Inspection

- Review Building File
- Contact Building Owner
- Request Written Records
- Inspectors Tools

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## Who Will Conduct The Inspection?

- If sufficient staff Consider Personalities, Ours vs Theirs
- Diplomatic vs Dogmatic
- Experienced vs Inexperienced
- Rotate Inspectors

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## What Do We Know about the Building

- Previous Inspection Reports, Correspondence, Modifications & Narrative Description.
- Plans

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## What Do We Know about the Building

- Check Building Dept. for Bldg. Permits From Your Last Inspection.
- Review Applicable Code Sections to Specific Occupancy Prior to Inspection

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## Contact Building Owner

- Who Should Attend & Why
- Make an appointment
  - How Much Time
- Usually Conducted During Normal Business Hours / Most Activity
- Night Clubs, Restaurant

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## Request Written Records of Required Testing / Inspection:

- Emergency lighting
- Fire alarm
- Fire extinguishers
- Sprinklers
- Fire pump
- Exit drills
- Etc.




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## Inspection Tools

- ▣ Measuring Tape
- ▣ Flashlight
- ▣ Laser Pointer

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## Basic Steps of Conducting a Fire Inspection

1. Meet/greet Owner/Property Representative
2. Walk Around Outside of Building
3. Systematically Conduct the Inspection
4. Review Inspection Records
5. Go Over Results With Owner / Representative
6. Re-schedule a Follow-up Inspection

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## Interacting With People

The Fire Inspector:

- Two Ways to Communicate
- Should Make a Positive First Impression
- The Conversation
- Should Promote a Helpful Attitude

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## When you begin the Inspection

- Don't Rush
- Be Systematic & Consistent
- Checklists
- Notes
- Pictures
- Sketch

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## Conducting the Inspection, The Drive / Walk Around

- Make Sure The Building Name and Address are Correct and Visible
- Record or Verify Type of Construction and Building Height
- Check the Exterior Discharge
- Fire Department Access
- Fire Department Connections

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 **Conducting the Inspection,  
The Inside**

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Methods for Performing an Inspection:

- Start From the Roof and Work Downward
- Start From the Basement and Work Upward
- Check Floor Separation, Vertical Openings,

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 **Conducting the Inspection,  
Look For**

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- Chutes and Shafts
  - Start & End
- Utilities
- Attics & Concealed Spaces

Abandon Utilities

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**Conducting The Inspection,  
How & What if**

- ▣ How Does This Work?
- ▣ How Do I Get Out Of Here?
- ▣ What If ?
- ▣ Use All Five Senses

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**Conducting The Inspection,  
System & Testing**

- ▣ Fire Alarm
- ▣ Sprinkler System
- ▣ Fire Pump

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 **Final Interview**

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Upon Completion of the Inspection:

- Discuss Findings w/ Owner/rep
- Explain Violations / Concerns
- Recognize Positive Features
- Offer Guidance but Don't Design

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## Each violation should describe:

- What & Where the Issue is
- Summarize the Code Requirement
- Reference the applicable Code Section, Edition &/or Standard

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## Conducting The Inspection, Public Assemblies

- ⌘ Time
- ⌘ Exiting
- ⌘ Systems
- ⌘ Activities

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## Respectful with Authority

- ⌘ Develop a Rapport
- ⌘ Understand Their Point of View
- ⌘ Understand Their Language
- ⌘ Understand Their Perceptions
- ⌘ Understand Their Concerns
- ⌘ You Are a Guest in Their Territory

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## Seeds of Complacency

- Attitude
  - Yours
  - Theirs
- Their Cooperativeness

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## Seeds of Complacency

- Your Success in Achieving Previous Compliance
- Judgment
- Personal Gratification

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### Avoiding Burnout

- ▣ Variety
  - Time of Day
  - Order
- ▣ Network
- ▣ Try New Things
- ▣ Review Your “Saves”

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### QUESTIONS or COMMENTS?



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