

Tempe Fire Department Policies and Procedures
Occupancy Inspection Reports and Entry
302.01
Rev 10-09-09

PURPOSE

To establish standard guidelines for completing occupancy inspections reports, filing the reports, and entering them into the Information Management System.

Scope

The inspection of occupancies by both Emergency Services and Fire Prevention is only completed when documentation of those services has been done. Timely, uniform and accurate data entry is essential in reporting both internally and externally.

Report Procedures:

- Occupancy Inspection Reports shall be required for all occupancy inspections whether the occupancy exists or is new (no exceptions). All shaded areas of both reports shall be accurately completed and accounted for
- The officer in charge of each management district should determine the risks for fire and non-fire and mark the appropriate box on the Occupancy Inspection Report
- It shall be the option of the individual conducting the occupancy inspection to choose which Occupancy Inspection Report to use during the inspection. One or a combination of report types shall be acceptable for each inspection
- An Occupant Copy of the inspection report shall be left with the responsible party that was involved in the inspection
- All like color copies of each report shall be attached and the copies shall be routed to the appropriate destination noted at the bottom of the report
- Engine and Ladder Companies shall retain their copies marked Station Copy for their records
- Engine and Ladder companies shall maintain records of all inspection reports at their station. Reports shall be filed according to the management district and subzone and retained for at least five years
- Management District Companies shall route completed inspection reports to the appropriate Fire Prevention Liaison in the designated inspection routing envelope as soon as the inspection is completed and record the date sent on their copy of the quarterly inspection report form
- The contact person signing the Occupancy Inspection report shall be entered into the Information Management System contact listing under the "Inspection Responsible Party"
- Incomplete reports, received by Fire Prevention Liaisons, shall be routed to the appropriate District Manager and then routed to the appropriate company officer for completion
- Fire Prevention Inspectors and Public Education Specialists shall be responsible to enter their own Occupancy Inspection Reports, date stamp the hard copies and then route them to the Fire Prevention Administrative Assistant to file in the appropriate location. The contact person signing the Occupancy Inspection report shall be entered into the Information Management System "contact listing"
- Quarterly Occupancy Inspections assigned by Fire Prevention Liaisons shall be recorded and saved in the Record Management System. Printed copies of assigned quarterly

occupancy inspections shall be provided to the Fire Chief, District Managers and Company Officers. Fire Prevention Liaisons shall maintain a copy of assigned Quarterly Inspections for a period of (5) five years. Copies of inspections assigned to Management District Companies shall be routed by the Fire Prevention Liaison in the appropriate routing envelope

- Quarterly Occupancy Inspections self assigned by Fire Prevention Liaisons shall be recorded and saved in the Record Management System. Printed copies of assigned quarterly occupancy inspections shall be provided to the Fire Marshal. Fire Prevention Liaisons shall maintain a copy of self assigned Quarterly Inspections for a period of (5) five years.

Timeline for Entering Occupancy Inspections:

- All Occupancy Inspections and Activities conducted by Fire Prevention Inspectors or Public Education Specialists within a calendar month shall be entered into the Information Management System within the same calendar month
- All Occupancy Inspection Reports of inspections conducted by Emergency Services Personnel shall be routed to the appropriate Fire Prevention Liaison as soon as the inspection has been completed
- Fire Prevention Liaisons shall record the date inspections reports are received on their copy of the inspection quarterly reports. Once occupancy inspections have been received, each Fire Prevention Liaison is responsible to enter the appropriated information in the record management system
- All Occupancy Inspections Reports that have been entered into the Information Management System shall be date stamped with the date they were entered

Entry Formats:

- All Occupancy Inspection Report comments and/or descriptions shall be entered as they are recorded on the written report. The person responsible for the entry shall record all text in the comment section of the inspection record of the Information Management System