

# Operating Guidelines

Section: Fire Prevention

Subject: Pre-Inspection

Policy #: 501

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## Purpose

Before an inspection is conducted, it will be necessary to follow certain steps to prepare for the visit. The type or purpose of the inspection, will have a bearing on the amount of preparation that will be necessary, however, the following steps should be followed where applicable. This will assist in conducting an inspection that will be consistent with the goals and objectives of the inspection program.

## Scope

All fire department personnel shall follow this guideline.

## Procedure

### 501.1

Determine the type of inspection to be conducted. (**Request, Complaint, Routine etc.**)  
Complete tracking report for request or complaint inspections.

### 501.2

Review the property file to determine if there is a history of certain types of deficiencies being noted at this property. (**If possible**)

### 501.3

Ensure that you bring the necessary codes, standards, forms, etc. that will be needed during the inspection.

### 501.4

Bring a flashlight, clipboard, notebook, and any other tools you might need.

### 501.5

Estimate the amount of time necessary to complete the inspection.

**501.6**

Decide on a date and time for the inspection.

**501.7**

Make an appointment with the Owner, Manager or Administrator prior to the visit, and discuss any questions they may have.