

CHAPTER X Inspection Duties**SUBJECT 2 Category System****1002.01 Objective**

- A. Place occupancies in categories relating to their relative hazard to life and property from fire.
- B. Properties that present special hazards or which are documented habitual offenders of the fire code shall be inspected with greater frequency. In order to meet this objective it may be necessary for districts to detail personnel from one company to another for inspection purposes on a daily basis.
- C. Proper category placement of occupancies is a primary means of eliminating unnecessary inspection of good properties at the expense of not inspecting the more important properties.

1002.03 Company Commander's Responsibilities

The Company Commander is responsible for managing the assigned inspection district, including setting priorities and categories with the approval of the District Chief and the Code Enforcement Bureau of the Fire Prevention Division. When setting priorities, existing violations, permit renewals, right to know inspections and habitual overcrowding at places of assembly shall take precedence.

It is the responsibility of the Company Commander to inform the District Chief and the Code Enforcement Bureau of the Fire Prevention Division when inspection priorities are not being met due to a lack of personnel.

The occupancy types listed below should be used to determine the frequency of inspections and the number of inspections required for a property.

Any circumstances requiring more frequent inspections shall be reported to the Company Commanders who will determine the frequency of inspections.

- A. Dwelling houses (one, two and three family residences)

One inspection for each dwelling unit.

Frequency, three years, or greater, not to exceed 5 yrs.

Owner occupied detached single family dwellings are to be inspected only upon request, complaint, Fire Department order, or when all other target inspections are completed.

- B. Multi-family dwelling (four family or more)

One inspection for each dwelling unit plus one additional inspection for each hazard area such as boiler rooms, storage areas, retail stores, offices, etc.

Frequency yearly.

C. Storage Buildings and Warehouses

One inspection for each occupancy plus one additional inspection for each special hazard area such as fork lift fueling stations, boiler rooms, offices, etc.

Frequency yearly.

D. Business and mercantile buildings

One inspection for each occupancy plus one additional inspection for each special hazard, such as storage areas, computer rooms, equipment rooms, boiler rooms, etc.

Frequency yearly. Hotels shall be inspected during the first half of the year. The State of Ohio currently inspects hotels during the second half of the year.

E. Industrial Buildings

One inspection for each building plus one additional inspection for each special hazard area such as flammable liquid storage areas, extra hazard processes, etc.

Frequency yearly.

F. Hospitals and Homes

One inspection for each building plus one additional inspection for each special hazard area such as operating rooms, compressed gas storage areas, machinery rooms, laundries, maintenance shops, etc.

Frequency yearly: during the second half of the year. The State of Ohio is currently inspecting these occupancies during the first half of the year.

G. Penal and Correctional

One inspection for each building plus one additional inspection for each special hazard area such as boiler room, assembly areas, guard stations, etc.

Frequency yearly

H. Schools and Assembly Halls

One inspection for each building plus one additional inspection for each hazard area such as auditoriums, boiler rooms, storage rooms, etc.

Frequency Every Six Months

At least one inspection per year shall be conducted while school is occupied.

I. Places of Assembly

One inspection for each building plus one additional inspection for each hazard area such as stages, dressing rooms, projection booths, etc.

Places of outdoor assembly will also have an inspection for the seating and stage area/areas.

Frequency Life Safety Inspection not less than once every six months.

Regular Fire Inspection every six months.

J. Special Occupancies

One inspection for each building plus one additional inspection for each hazard area.

Group homes and similar occupancies are considered individual dwelling units for code purposes but inspected at least every 6 months.

Frequency Every Six Months

K. Condemned and/or vacant structures and lots

One inspection for each building. Condemned and/or vacant structures inspected as often as deemed necessary, but not more than once per year with the approval of the District Chief. Vacant lots are to be inspected only upon request, complaint, or if targeted as a special hazard.

1002.05 New Construction

The New Construction Inspection form (F-119) shall be initiated by the District Chief whenever there is a major construction or remodeling project within their District. For our purposes, major construction or remodeling will be defined as any building or remodeling project that is more than minor or residential in nature and/or which has fire protection, fire suppression or alarm systems, private fire hydrants or any other special system included. Residential Buildings, four units or larger with any of the above named systems, may be included.

After the form is initiated by the District Chief, the project shall be reviewed with the Company Commander so that both will be familiar with the project. After the review, the project shall be assigned to the person who shall be responsible for the routine inspection. In almost every case, assignment should be made to the Company Commander or regularly assigned company officer of the inspection district where the construction project is located.

Upon receipt of the assignment, the Company Commander shall inspect or cause the project to be inspected at least as often as the District Chief has directed, and will further insure that all aspects of the Fire Prevention Code are being complied with.

The Company Commander shall also cause the findings of each inspection be documented in the Fire Inspection Module as a two month inspection. It should be noted by all that the assignment of these projects will be made in writing and the persons so assigned will be responsible for seeing that proper inspections are carried out either until the building is completed or until properly relieved by having the project assigned to someone else. This procedure does not relieve the District Chief from their responsibility of overall supervision of new construction within their District.

New construction and remodeling permits are available in the Fire Inspection Module through the Reports menu. This shall be reviewed monthly by the Company Commander to insure that the company is aware of construction activity in their inspection district.

1002.07 Pre-Fire Planning

Pre-Fire Planning is an integral part of the inspection of large, complex or special hazard properties. Pre-fire plans shall be made with sketches showing important features including utilities, stairs, elevators, fire suppression systems, etc. for such properties.

Companies shall maintain a Pre-Plan Book containing these sketches on their apparatus. Companies shall exchange sketches and information so the Pre-Plan Book contains sketches and information on all large, complex, or special hazard properties in their first and second alarm running district. (Refer to 202.02 Pre-Planning)

1002.09 Reports and Records

- A. Inspections shall be recorded as outlined in the report manual and procedures manual 1001.13.
- B. Post Fire entries shall be made in the Fire Inspection Module. The Company Officer in charge of the inspection shall be made aware that a fire has occurred in their inspection district. The Company Officer in charge of the inspection shall create a Post Fire Inspection in the Fire Inspection Module and input the information into the system.
- C. A target inspection system shall be devised by each Company Commander for the assigned inspection District to assure that inspections are being made within the frequency parameters outlined in 1002.03. This system shall be coordinated with the companies District Chief.

1002.11 Responsibilities

Company Commanders shall make every effort to keep their inspection program within these guidelines. The Code Enforcement Bureau of the Fire Prevention Division will assist with special problems and following up on referrals. The District Chief has overall supervision responsibilities for their Fire District.

District Chiefs and Company Officers are to utilize the Unit Inspection Program whenever possible.