

Santa Barbara City Fire Department - Standard Operating Procedures Prevention Operations		Code: P-II-1
Engine Company Inspections		
Chpt: II	Inspection Activities	Revised: 1/16/12 Pages: 8

I. PURPOSE

- A. To define policy and procedures for Engine Company fire prevention inspections of businesses and/or properties within the City of Santa Barbara.
- B. To define procedures for fire prevention inspections and notification of ordinance violations.

II. REFERENCES

- A. Fire Department Policy
- B. 2010 California Fire Code

III. POLICY

A. Engine Companies may be required to inspect A, B, F, M, S, and R-1 occupancies within the City of Santa Barbara biennially (every two years) to ensure that minimum life safety standards are met in accordance with the Fire Code and other related codes.*Exception: Assembly occupancies located in the downtown Entertainment District.

B. The City shall be divided into inspection districts in order to distribute the inspection workload as equitably as possible. Inspection districts shall be designed to maintain optimum fire response capability.

1. There are 7 districts within the city. The districts are divided into 3 sub-districts, 1 per shift. Each shift shall be required to inspect all occupancies in their sub-district within a 2 year period.
2. Station 1 sub-district inspections should be divided equally amongst the Engine and Truck crews.
3. Maps of the sub-districts should be available in each station

C. Inspections shall be conducted in an orderly, systematic, sequential fashion.

D. The goal is to gain compliance with all codes and standards which are the Fire Chief's responsibility to enforce. This is to be accomplished with the primary emphasis on the least amount of legal action necessary.

E. All hazardous items must be resolved to satisfactory compliance with Code, and the resolution(s) must be documented.

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IV. RESPONSIBILITY

- A. The Suppression Division has the primary responsibility for enforcement of the Fire Code in their assigned areas.
- B. Each Fire Department employee is responsible for carrying out the functions, duties, and standards outlined in this procedure
- C. Company Captains shall be responsible for all aspects of the inspection programs as they relate to their Fire Prevention Sub-Districts, including required reports.
- D. Battalion Chiefs shall be responsible for the uniform application of the rules and regulations, and to insure that reasonable progress is being made by all companies on their shifts toward completion of the prescribed programs.
- E. The Fire Marshal shall provide the guidelines, procedures, staff support, and standards for the notification and enforcement procedures of the Department and shall maintain and control the functions described.

V. DOCUMENTATION

- A. Occupancy lists
 - 1. Each Fire Inspection Sub-District will receive an occupancy list. This list will consist of all known occupancies within that specific district. The occupancies will be listed in order by street and then by address number. Captains should use this list to organize their inspection activities for the 2 year cycle. This list can also be taken into the field and be used to write down updated business and owner information.
- B. Engine Company Inspection Quarterly Reports ([Form P-I-1A](#))
 - 1. These reports will be filled out quarterly and forwarded to the shift BC for review. Once completed, this form may be turned in early but must be turned in no later than 1700 hrs. on the last shift of the quarter. The quarterly reports can be found at the link above or in the eforms folder on the computer and must be filled out and forwarded electronically to the shift BC.
 - 2. Captains will take the total number of inspections from the Occupancy list and divide this total by 8 to get the Quarterly Inspection Target (Q.I.T.) This number will be used for each of the 8 “quarters” in the 2 year cycle. Captains should manage their time to ensure that the QIT is met each quarter.
- C. Quarterly Inspection Log ([Form P-I-1B](#))
 - 1. This form will be used to track all inspections done for the quarter. This is primarily used for the company captain to track their progress as well as giving OT captains a guide of where the inspection progress had left off. These forms

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should be placed in the binder with the occupancy lists. These forms do not need to be forwarded to the BC, but should be available for review if requested.

D. New Businesses Found

1. When performing the engine company inspections, crews should be aware of businesses that are not on the current Occupancy list. If a crew should come across a business that is not on their occupancy list, they shall enter the business and gather information on the business: name of business, name of responsible, phone numbers, and how long they have been in business. If convenient, crews should also do an inspection on the premises.

2. Any new businesses found should be entered on the Quarterly Report and the Quarterly Log. The information should also be entered into FireHouse and a new occupancy ID created. (SOP [P-III-6](#), Creating a new occupancy)

E. “Low Risk” removable from Inspection Program (2016-2018 Cycle)

1. Any Mercantile (M) or Business (B) that is 1,000 square feet or less. Examples include: small suites/offices within buildings and small sized retail stores.

2. NO R1, R2, multi residences with 3 or more units

3. NO open flame cooking with hood systems

4. NO Permit issued

5. Occupancy less than 50

6. If Occupancy fits the above criteria for “Low Risk” send an email to Inspector Ryan DiGuilio (723) or Battalion Chief Mike dePonce (714) with occupancy ID#, name of occupancy, occupancy address, and current status of occupancy.

F. Notice of Violation (N.O.V.)

1. List all violations on the NOV

2. Review all required corrections with the responsible party, upon completion and issue the business owner/manager the OCC/MGR portion of the NOV with a compliance date ten (10) days from the original inspection date. Note: Due to shift schedules it is understood that the compliance date is on or about to allow for flexibility for re-scheduling purposes.

3. Keep a copy for your records until the inspection process is completed. Once it is done, discard the NOV.

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G. The NOV may be used for any Ordinance violation or requirement as outlined in the Fire Code.

1. When correction of the item(s) will not require a Building or Electrical Permit, or major cost expenditure.
2. When the inspection item does not involve the installation or modification of a fire protection system.
3. The hazard statements on the NOV shall be used only when they match the hazard in question. Statements may be written that clarify the location or amplify the instructions.
4. The Battalion Chief may use the NOV for "other" items (except construction) which are needed to initiate action for the preservation of life and property.

VI. PREPARATION AND INTRODUCTION

A. Hours of inspections

1. 10:00 A.M. - 12:00 Noon
2. 1:00 p.m. - 4:00 p.m.
3. Special Program Inspection Hours: as needed.

B. All portions of the business/property shall be inspected in accordance with the Fire and Building Code.

C. During an inspection all personnel are to carry proper identification, and to be attired in the designated Fire Department uniform of the day. NOTE: Helmets shall be worn in areas posted requiring hard hats.

D. Upon entering a premises, inspecting personnel shall:

1. Introduce themselves and identify themselves as members of the SBFD. (Present identification if requested.)
2. Seek introduction to the person responsible for the premises.
3. Describe the purpose of the visit.
4. Obtain up-to-date occupancy information to ensure records are up to date and accurate.
5. Check validity and limitations of all Fire Department permits issued for the premises.

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6. Secure keys or an escort (preferred) to provide access to restricted or locked areas.

VII. CONDUCTING INSPECTION

A. Inspect all portions of each occupancy and/or building. Every room, closet, attic concealed space, basement, or areaway (except interior of private dwelling units) shall be inspected.

B. Secret areas or processes from which the inspector is barred shall be reported to the F.M.O.

C. SINGLE OCCUPANCY - 1 FLOOR ... Start at the furthest point and conclude in the office.

D. SINGLE OCCUPANCY - MULTI-FLOOR ... Start at the top, work downward, and conclude at the office.

E. SINGLE OCCUPANCY - MULTI-BUILDING ... Start with the most complex building. Note: In such cases, it may be valuable to formulate an inspection plan prior to initiating the inspection.

F. SINGLE BUILDING - MULTI-OCCUPANCY ... Start at the top, make the inspection of each occupancy, and inspect building simultaneously.

1. Special processes, protection systems, and new construction shall be inspected in conjunction with the tour.

G. MULTI-OCCUPANCY BUILDINGS

1. When portions of the building cannot be inspected due to security or other valid reasons, a follow-up inspection shall be scheduled, except for minor areas not requiring separate inspections or where a reliable description of the contents can be obtained from Building Management or other sources.

H. Complete the inspection without unnecessarily distracting employees or disrupting business activity.

I. If refusal to permit inspection of the premises is encountered:

1. Do not argue... leave the premises.
2. Report the details to the Fire Marshal in writing (retain a copy for future reference).
3. The Fire Marshal's Office shall take appropriate action as outlined.

J. If the business is closed:

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1. Note business hours and schedule a return date and time.
2. Obtain phone number of business and attempt to make contact by telephone to schedule an inspection.

VIII. RE-INSPECTIONS

A. Conduct a reinspection of the occupancy on or about ten (10) days after the initial inspection date to ensure compliance has been achieved.

B. If there are still outstanding violations, note which violations have been corrected and which have not on the NOV Final Notice. Schedule another inspection for ten (10) days on or about from the first reinspection date. At this time keep the NOV Final Notice for your records.

C. Additional Hazards Found During Reinspection

1. On either a Referral or NOV, if hazards previously cited have been completed, proceed with new items as in an original inspection.
2. If previous hazards have not been corrected, and the additional hazard is an NOV item, write an additional Notice.
3. Occupancies that repeatedly have the same violations or are a continual problem by their lack of, or disregard for fire safety shall be brought to the attention of the **F.M.O.**

D. If compliance has NOT been achieved refer to the **Fire Prevention Bureau** in accordance with the Engine Company Referral SOP.

IX. OTHER

A. PERMITS... Each process that required a permit shall be inspected for compliance with the Fire Code and permit conditions. ([P-II-4](#), Permit inspections)

1. If permits are required, inform the party of the required permits and make out a Notice.

B. SPECIAL SYSTEMS... Each special fire protection system shall be inspected to assure they remain in fully operable condition.

C. NEW CONSTRUCTION... Check for new construction or recent alterations to the premises. If a Building Department Permit is not posted:

1. And it affects Codes which are the Fire Chief's responsibility to enforce.
2. And the construction/alterations fall under the jurisdiction of the Building Department, send a Referral Slip to the F.M.

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D. If a follow-up Bureau inspection is requested by the inspector, and a Referral has been written, discuss hazards briefly but caution party not to act until they have been contacted by a Fire Prevention Bureau Inspector.

E. If an extremely hazardous condition is encountered, notify the responsible party to immediately discontinue or remove the situation.

F. If correction or removal of the hazard includes a process that may create a more hazardous situation than the original condition, notify the Fire Marshal before any action is taken.

G. If discontinuation or removal of the hazard can be accomplished safely, the Fire Marshal may be notified after correction.

H. If the party refuses to discontinue or remove the hazard, the Fire Marshal shall be notified immediately and enforcement procedures to gain compliance shall be initiated, i.e., Citation, Criminal Complaint, or physical arrest.

X. REPORTING

A. (See [P-III-1](#) -11 Occupancy module)

B. NOV's shall be reviewed for validity. In the event a NOV is discovered not to be valid, the Company Officer will:

1. Notify the responsible party at once.
2. Write "NA" in the "REINSP" column, and initial.

C. Referrals shall be filled out and e-mailed to the Fire Prevention Bureau.

XI. BILLING

A. Billing will be handled by the Fire Prevention Office Specialist

B. Billing information will be entered by the fire crews into FireHouse after inspection activity is completed. Billing codes are determined by the following:

1. Number of apartments
 - a) Code 131, 3 – 9 apts.
 - b) Code 132, 10 – 49 apts.
 - c) Code 133, 50 – 99 apts.
2. Commercial under 2500 sq. ft.

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- a) Code 134.1, inspection lasting less than 15 mins.
 - b) Code 134.2, inspection lasting less between 16 and 30 mins.
 - c) Code 134.3, inspection lasting more than 31 mins.
3. Commercial buildings over 2500 sq. ft.
- a) Code 135, 2501 – 5000 sq. ft.
 - b) Code 136, 5001 – 10,000 sq. ft.
 - c) Code 137, 10,000 + sq. ft.
- C. See SOP [P-III-3](#), Inspection & Activities for more information.

XII. INSPECTION QUALITY CONTROL

A. Two year fire prevention sub-district review

1. At the end of each two year period, the Battalion Chief will review all sub-districts with their assigned captains to insure completion of the sub-district. At the end of each two year period the captains shall count all sub-district inspections they are responsible for and report that number to their Battalion Chief. The Battalion Chief will forward a complete list for his shift by station to the Division Chief/Operations and to the Division Chief/Prevention.

B. Quarterly review

1. Each quarter the Battalion chiefs will review the Engine Company Inspection Quarterly Reports (form P-I-1A) and give a progress report for each station to the Division Chief/Operations. This report should contain the total number of inspections for that sub-district, number completed for that quarter and total completed for that two year inspection period.