

Inspection and Violations

Usage

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Introduction

This manual outlines how to use the inspection and violations module. The inspections module is linked to the address management system. The modification of address data is better covered in the PropUsage.Pdf user manual. The manual is broken up in two major parts.

- **General Inspection Usage.** This section covers how enter an inspection.
- **Scheduling Inspections.** This section covers how to schedule inspections.

Many departments have had their main inspection entry screens customized to accommodate special fields or procedures that are local to their department. These custom options are found in User Manual Addendums. Several tabs might be different than what this document describes.

Inspection Methods

There are generally two types of inspection procedures.

- Routine.
- Non - Routine.

Inspection Entry: Accessing Inspections

The following steps are how to enter a basic fire inspection.

1. Click on the Fire Prevention menu selector.
2. Click on the Inspection Icon. This will bring up the inspection history. The standard view will show inspections sorted by date inspected descending.
3. Select a scheduled inspection or press the New button.

Inspection Entry: General Tab

The **General** tab defines the inspection type, dates and times, etc. The following fields are entered in the **General** tab.

Field	Description	Comments	Example
Type	Inspection type	Enter the inspection type in the space provided using the drop down box.	APT - Apartment Inspection MF - Multi Family Inspection
Status	Status of the inspection.	Enter the status of the inspection in the space provided using the drop down menu. This field is used for reports.	C - Closed SCHD - Scheduled

Inspector	Primary Inspector conducting the inspection.	Enter the inspector in the space provided using the drop down menu. Only personnel designated as inspectors are listed.	100 - Brock Anderson
Unit Number	Unit number that is assigned to the inspection or which unit performed.	Enter the unit number in the space provided using the drop down menu. Only units designated as an inspecting unit are listed.	E1 - Engine 1
Shift	Shift that is assigned to the inspection or performed inspection.	Enter the shift in the space provided.	A
Scheduled Date	Date the inspection was scheduled.	This is the date that the inspection was scheduled, not the date it was inspected.	12/14/2007
Scheduled By	Inspection Scheduled By	This is the person that scheduled the inspection.	100 - Brock Anderson
Inspected On	Date and time the inspection was first performed.	This is the date that the inspection was done for the first time.	12/15/2007 09:00
Finished At	Date and time the inspection finished.	Some departments track when the inspection is finished.	12/15/2007 10:00
Inspection Length	The length of the inspection.	This is the length in decimal hours, 1.5 is One Hour Thirty Minutes.	1.5
Next Inspection	Date and Time to return and reinspect.	This field is used to trigger a re-inspection report.	12/20/2007 09:00
Billing Date	Date the inspection was billed.	This field is used only if you bill for inspections.	N/A
Bill Amount	Amount billed for the inspection.	This field is used only if you bill for inspections.	N/A
Date Collected	Date the bill was collected.	This field is used only if you bill for inspections.	N/A
Amount Collected	Amount that was collected.	This field is used only if you bill for inspections.	N/A

Inspection Entry: Occupancy

This section contains all of the fields defining where the inspection took place. The following fields are entered in the **Occupancy** tab.

Field	Description	Comments	Example
Business Name	Name of the Business.	Enter the data in the space provided.	N/A
Contact Name	Contact person for inspection.	Enter the data in the space provided.	N/A
Building or Facility	Building name	Enter the data in the space provided.	N/A
Address	Address of the inspection.	Enter the data in the space provided.	N/A
City / State / Zip	City, State, and Zip of the inspection.	Enter the data in the space provided.	N/A
Phone, Fax	Phone and fax of the inspection.	Enter the data in the space provided.	N/A
Email	Email address	Enter the data in the space provided. This field is used to email violations to the occupant.	N/A
Owner / Company	Owner of the building.	Enter the data in the space provided.	N/A
Contact Name	Contact name to go on letters	Enter the data in the space provided.	N/A
Address	Address of the owner.	Enter the data in the space provided.	N/A
City / State/ Zip	City / State / Zip of the owner.	Enter the data in the space provided.	N/A
Phone	Phone of the owner.	Enter the data in the space provided.	N/A

Inspection Entry: Violations

Enter the violations found during the inspection in this browse. Press New to enter a violation.

Field	Description	Comments	Example
Code Set	Code Set to search from.	Select a code set if different from the default entry.	IFC2008
Violation Code	Violation code that corresponds to the violation.	Enter the exact code in the space provided. You can also use the search code function. See the Violation Search function found in the next section.	1007.8.2
Description	Violation description.	This description can be carried over from the a direct entry, or a violation search. See the Violation Search function found in the next section.	Exterior exit stairway.
Narrative	Violation narrative that lists out the entire narrative as referenced in the code.	This narrative can be carried over from the a direct entry, or a violation search. See the Violation Search function found in the next section.	N/A
Number of Violations	Number of violation found.	The default value is 1.	1
Status	Violation Status.	The default value can be entered in the inspection setup. Once the violation is fixed or abated, enter the new status.	FOUND
Location	Location the violation took place.	Select the location from the list or enter free form text.	Storage Room.
Date Found	Date the violation was found.	Enter the date in the space provided if it is different from the inspection date.	12/12/2005
Date Corrected	Date the violation was corrected.	Enter the date correct in the space provided.	12/22/2005
Comments	Additional Comments describing the violation.	Enter the comments in the space provided.	N/A
Recommendations	Recommendations on how to fix the violation.	Enter the recommendations on how to fix the problem.	N/A
Photographs	Attached photograph of the violation.	Refer to the section Violation Photographs on how to attached digital photos.	N/A

Violation Search

This section covers how to search the violation table. There are three buttons found in the violation code entry screen:

- **View Code Set.** This button displays the entire code set as a tree system.
- **Search Code Set.** This button accesses the violation search engine.
- **Clear Code Fields.** This button clears the Violation Code, Description, and Narrative. Used to quickly clear the fields when you selected a code in error.

Code	Description	Narrative
1006.1	Illumination required.	The means of egress, including the exit discharge, shall be illuminated at all times the building space served by the means of egress is occupied. Exceptions:
1007.4	Elevators.	An elevator to be considered part of an accessible means of egress shall comply with the emergency operation and signaling device requirements of Section 2.27 of ASME A17.1. Standby power shall be provided in accordance with Section 2702 and 3003 of the International Building Code. The elevator shall be accessed from either an area of refuge complying

Follow these steps to search for a violation code.

1. Press the **Search Code Set** button.
2. Enter in the key words to be found in the Find fields.
3. Press the **Submit Search** button.
4. Highlight the appropriate violation and press **Select Violation** button.

The **Quick Set Only ?** button is use to limit the search to violation tagged in the **Quick Set**. This is done in the violations setup.

Inspection Entry: Tickler History

The Tickler tab is a variable use history tracking file. It can be used to track the following:

- **Attempted Inspection.** Many times an inspector tries to inspect an address, but is not able to enter. You can record the attempt in this file.
- **Phone Calls.** You can record each phone call that is made to the location. You can also track what was said during the phone call.
- **Re-Inspections.** Record a re-inspection in this history. This is done if you intention is use the main inspection record as a complete case, with actions and re-inspection tracked in the tickler file.
- **Letters.** Track violation letters, compliance letters, etc.

The following fields are found in the tickler entry screen:

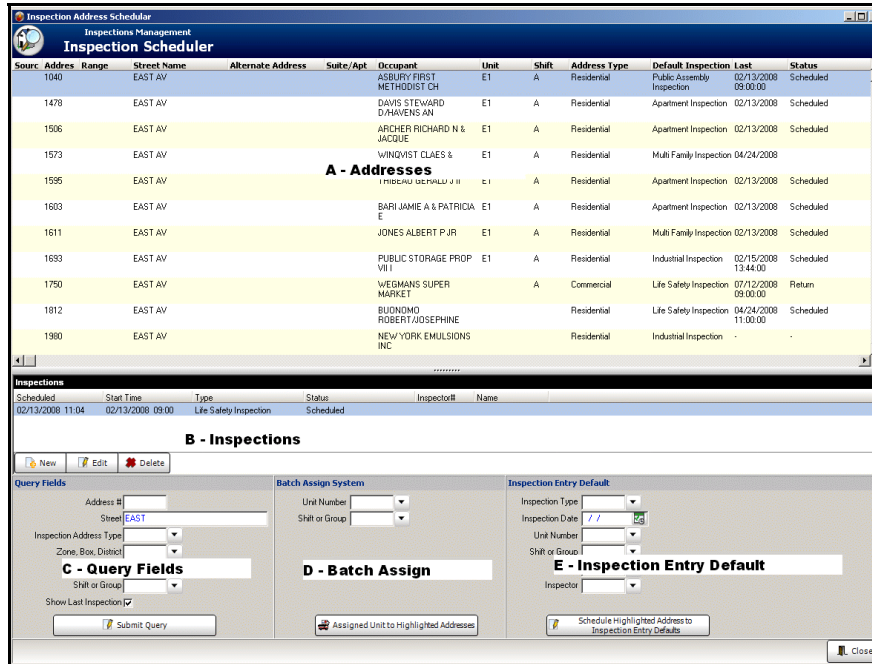
Field	Description	Comments	Example
Inspector	Inspector that performed the action.	Only personnel tagged as inspectors will be available in this list.	100 - Brock Anderson
Type	Tickler Type.	Select the tickler type from the space provided. This list is maintained in the inspection setup.	Phone Call.
Start Date	Start date or date action was done.	Enter the date and time that the action was done.	N/A
End Date	End date of when action ceased. This is an optional field.	Enter the date and time that the action was completed. This field is optional, does not apply if you are simply tracking when something was done.	N/A
Length	Length of action.	The length will automatically calculate if the Start Date and Time, and End Date and Time are entered.	N/A
Description	Description of action.	This is a one line free form text entry.	N/A
Narrative	Additional notes on tickler action.	This field is	N/A

Scheduling Inspections

This section covers how to schedule multiple inspections quickly.

Scheduling System Layout

This section defines the schedule system manager.



Label	Title	Function
A	Addresses	This box lists out all of the addresses that are queried in the C-Query Fields window.
B	Inspections	This box lists out all inspections for the selected address, in A-Addresses.
C	Query Fields	This box controls what addresses are listed in the A-Addresses window.
D	Batch Assign	This box is used to batch assign addresses to either Unit Number, Shift or Group.
E	Inspection Entry Default	This box is used to schedule inspections.

Querying Address to Work With

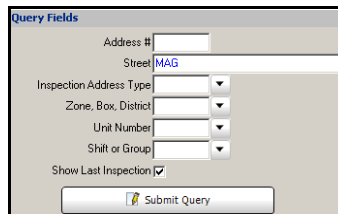
This section covers how to assign inspections to a unit or shift/group.



Inspection Icon with drop down arrow.

For example, let say you wanted to assign a specific street to Unit E1, Shift A. Follow these steps:

1. Logon as a user that can schedule inspections.
2. Press the **Fire Prevention** menu selector.
3. Select the drop down arrow and select the menu choice **Schedule Inspections**.
4. Enter the query criteria in the space provided and press the Submit Query button. See below.



This example shows that you are selecting all addresses where the street starts with MAG. Because the Show Last Inspection box is checked, the browse will show the last inspection schedule for the location.

Batch Entering Inspection Fields

This section covers how batch enter the inspection fields to be used in generating inspections.

Batch Generate Inspections

This section covers how to batch generate future inspections.