



**Orange County Emergency Services**

**Standard Operating Guidelines**

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**SOG Name:** Planning/Life Safety Management Inspection

**SOG Number:** LSM-002

**Submitted By:** Elizabeth Gregory and David Sykes

**Approved By:** F.R. Montes de Oca

**Date Effective:** 12/01/2010

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**I. OBJECTIVE**

1. To establish guidelines for Building Inspections to conduct fire inspections in concordance with Life Safety Management.

**II. SCOPE**

1. This guideline identifies the procedure for Building Inspections to assist Life Safety Management with fire inspections.

**III. PROCEDURE**

1. Notification
  - a. On the first (1<sup>st</sup>) of each month a fire inspection list containing a minimum of twenty (20) fire inspections to be completed within the month will be sent to the Chief Electrical/Mechanical Inspector.
  - b. Completed fire inspections will be sent by Courier to Life Safety Management every Friday.
  - c. Life Safety will enter all fire inspections into Fire House, file the yellow copy, and turn the pink copy into Revenue.
  - d. If re-inspections are necessary, they will be scheduled 30 days from the original inspection date.

**IV. QUALITY ASSURANCE**

1. The completed fire inspection reports obtained by Life Safety on Fridays will be checked off on the original inspection list that was sent to the Chief Electrical/Mechanical Inspector at the beginning of the month.
2. The check-off list will be emailed to the Chief Electrical/Mechanical Inspector, whom will in turn compare this list to what has been recorded in Inspect Plus.
3. All re-inspections will be handled in the same manner as above.

**V. INFORMATION MANAGEMENT AND SHARING**

1. Any questions or concerns about fire inspections from Building Inspections will be directed to Life Safety Management.
2. Quarterly meetings will be held between Life Safety and Building Inspections to review the effectiveness and to document the progress of the Inspection Program.

3. Any questions or concerns from business owners pertaining to inspections conducted by Building Inspections will be addressed by the Chief Electrical/Mechanical Inspector.
4. The Chief Electrical/Mechanical Inspector will then contact Life Safety Management to review and discuss the concerns.