

CHAPTER 7

FIRE INSPECTIONS

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Introduction to Fire Inspections

Fire Inspections facilitates the administration of the entire Fire Inspections process. There are 2 types of inspections – Classic Inspections (discussed here) and Checklists (**Chapter 8**). There is also a system for tracking Smoke Alarms (**Chapter 9**)

Some departments use one or the other, while some use both. The advantage of using the Classic Inspections is that it uses provincial wording and layout, while the checklist ensures that the same items are inspected each time any inspector inspects this property.

Access the Inspections window via the Properties page. Click the “**Inspections**” button to view the Summary of Inspections Window which lists the inspection history for the property displayed.

If this is a Primary (type) property, the list will show all inspections for this property at the top of the list followed by inspections for secondary addresses (if any) including the secondary addresses.

Summary of Inspections at 123 MAIN STREET YOUR TOWN

Address: 123 MAIN Street or Lot Street Name, Line, Concession Suite # Occupant: Dave Brown

Bld. Code Class.: Single/Duplex Family Residences **Set up Checklist**

Station Assigned: <none> Inspection Comments: comments here about general inspection details for this property **Edit**
Cancel
OK

Periodic Inspections: MAR 8 07 Frequency 12 (in months) Last Inspection Due Next Inspection Due: MAR 8 08 **Print New Checklist**

Default Inspector:

Inspections:				Inspections Check List:		Smoke Alarms:
JUL 24 06	Doug Smith	In Progr	Follow-up	MAR 8 07	Spud Murphy	
JAN 5 06	John Doe	Closed	Request	JUN 15 06	Spud Murphy	
JAN 31 05	Doug Smith	Closed	Routine			

Add **Show Details** **Add** **Show Details** **Add**

This window has four possible distinct components:

- General Inspections information, (top) See **7.G.10**.
- Inspections listed, (bottom left). See **7.B**
- Inspections checklist, (bottom centre). – See **Chapter 8**
- Smoke Alarms, (bottom right) – See **Chapter 9**

In this chapter, we will only be discussing the General Inspections Information and the Inspections Listed portions of the screen and their relevant fields and buttons.

The above window, "Summary of Inspections at <address>", is discussed in more detail in **7.G.10**

Inspection Details for <address> Window

The inspection details window is accessed through the Inspections listed section of the "Summary of Inspections at <address>" window (above and in **7.G**). Double click on the inspection you wish to view or select the inspection you wish to view and click the "Show Details" button.

To add a new inspection, click the "Add" button.

You may also access this window through the FirePro Menu (**7.F**)

There are 3 levels of security for editing Inspections Reports. To change these, see:



20.C.20.10

Inspection Details for 888 Main Street Golden

Number: 001 Date: MAY 14 07 Time: Inspector: Spud Murphy
 Revd. By: Bob Murphy Position: Owner
 Phone: 250-555-1122 Re-Inspection: E-Mail: Signature line: Owner Reason: Complaint Squad: Status:
 Assigned MAY 10 07
 In Progress MAY 14 07
 Follow-up JUN 11 07
 Legal Action
 Closed JUN 14 07
 Created by: THE CHIEF
 Printed MAY 16 07
 Signed Time: 0 minutes
 Edit Fire/Building Co

Notes | Inspector Notes | Owner | Occupant | Bottom Notes | Signature | Building Dept.

Inspection in response to complaint regarding addition that was constructed without a building permit.

Item	Ref. #	Contravention	Corrective Action
1	2.1.2.2.	Activities that create a hazard and that	
2		Recommendations for placement of fire pr	

Contravention: Activities that create a hazard and that are not allowed for in the original design shall not be carried out in a building unless provisions are made to alleviate the hazard and the carrying on of the activities is approved.

Contravention Notes:

Corrective Action:

 0
 0

 1

Inspection Details Window Fields

Note:

If you have the optional word processing module, many of the text entry fields will open a word processing window. See **3.260** for more information on word processing.

NUMBER (optional field)

Insert the inspection number assigned by your department for this inspection. Inspection numbers must be unique.

To activate the number field on your Inspections window, see:



20.C.20.20

TIME

The Time field is an optional field that can be used to record the time that an Inspection was performed.

Search parameters related to Inspection time are available on the Inspection Details report:



7.R.80

INSPECTOR

Select an Inspector from the pop-up list.

To set up or edit your list of Inspector Names, go to:



20.30.10

(BC Only) - When you add or edit an Inspector name, a field for indicating Designation will appear under the name. Designation will be printed under the Inspector name on the printed Inspection report.

Do not delete the names of Inspectors who have left your department. New Inspector Names should be added to the list, as opposed to using Edit to replace a name already on the list (if you replace the name of an inspector with a new name, that name change will affect all of the original inspector's existing reports).

You may mark inspectors as hidden so they will not show in your active lists. See:



20.30.10

RECEIVED BY

When the Inspection details window opens, the Received by field will initially be a yellow drop-down list, populated by all the property owner/occupant/contact information entered in the Property Record. Select one of the names listed, or insert a name that is not on the list by selecting, "None of the Above".

RE-INSPECTION

If a follow-up is required, enter a next inspection due date. This will add the inspection report to the Re-inspections report on the Reports menu. (See **7.R.20**)

If a date is entered in this field, it will be printed in the Next Inspection date field on the printed Inspection Report. If not, the date computed in Periodic Inspections, (see **7.R.10**), will be used.

Note:

If a date is entered into the Next Notification field, a dot will appear in the list of Inspections for this property. The dot indicates that the Inspection is incomplete.

EDIT FIRE CODE

Clicking in this field will open a drop-down menu from which the Fire Code, the Building Code, the Contravention List and the Corrective Action List can be edited.

To make changes or additions to these provincial codes, see:



40.10 Maintenance → Edit Fire/Building Codes → Fire/Building Codes

The Edit Fire Code field will be present only on the Inspections screen of the Master User, and on the screen of any user who has been granted this access through the Passwords window. See:



70.C.10

SIGNATURE LINE

This field defines the signature line, (if any), that will be printed on the bottom of the completed report.

The default for the Signature Line can be changed, and/or hidden. See:



20.C.20.20

REASON

This field indicates the reason for the inspection. A report can be produced summarizing Inspections by reason (**7.R.70**)

To set up or edit your list of Inspection Reasons, go to:



20.30.20

NOTES/INSPECTOR NOTES TABS

Enter notes as required into the area provided by these two tabs. The Inspector notes do not print.

OWNER AND OCCUPANT TABS

When this report is initially created, this data is brought in from the Property record. Click on either field to edit.

BOTTOM NOTES TAB

Any notes entered here will appear at the bottom of the printed report.

SIGNATURE TAB

If your department uses a tablet or remote computer that can accept signatures, they may be pasted into this tab.

BUILDING DEPARTMENT TAB

Enter any reminders you wish to send to the building department.

To set up messaging between the Building and Fire Departments, see:



70.C.10

TIME: __ MINUTES

Shows the duration of an Inspection in minutes.

To activate the Time in Minutes field, see:



20.C.20.20

STATUS:

Choose from the following statuses:

Assigned, In Progress, Follow-up, Legal Action, Closed

Use the associated date fields to indicate the date at which the inspection changed to this status. When an inspection is marked closed, the "Next Notification" date will be cleared.

SERVICE DATE

If the field has a date assigned, it will print on the Inspection report between Inspection number, and Date of Inspection.

To add or change the service date field, see:



20.C.20.20 Service Date Title

PRINTED:

Click to indicate that Inspection report was printed. Printing the report using the "Print" button will automatically prompt you to mark the report as "Printed". This will check the "Printed" flag and enter the current date in the date field.

SIGNED:

Click here to indicate that the printed inspection report has been signed by the Owners/Occupants of the property.

Inspection Details for 123 MAIN STREET

Date: Inspector: _____

Contacted: Mary Brown Position: co-owner
 Phone: (222) 111-4444 Next Notification: JUL 26 06
 Fax: _____ E-Mail: _____
 Signature line: Reason:

Notes **Inspector Notes** Owner Occupant Bottom Notes Signature Building Dept.

Status
 Assigned APR 4 05
 In Progress MAY 3 05
 Follow-up MAY 9 05
 Legal Action
 Closed MAY 11 05

Created by: THE CHIEF
 Service Date: _____
 Printed MAY 11 05
 Signed Time: 0 minutes

Item	Ref. #	Contravention	Corrective Action
1	5.11.1.2.(1)	Up to 3 cubic meters of loose combustibile fibers may be kept in any building provided storage is	
2	2.2.2.1.	Where fire separations between rooms, corridors, shafts and other spaces are damaged so as to aff	
5			
6			

1 | 5.11.1.2.(1) | **Contravention:** Up to 3 cubic meters of loose combustibile fibers may be kept in any building provided storage is in a container complying with Articles 2.4.1.9. and 2.4.1.10.
 Under the Ontario Fire Code, every home in Ontario is required to have working smoke alarms. Homeowners must ensure that smoke alarms are installed between sleeping and
Contravention Notes:
Corrective Action: Remove other materials from building

0
 0

The screen looks a bit different when the edit button is clicked (above) enabling you to add or edit contraventions as noted below. The text fields below the list of line items will display information pertaining to the highlighted line item.

ITEM

The Item number will be automatically filled in when you are adding inspection details. The number can still be changed by entering a line number for the line being entered or changed in the box below the item column. To delete a line you can either change the number to 0, or leave all of the fields for that line blank. The item number defines the order in which the Contravention appears.

Note:

To delete a line, select it then change the item number to "0" in the box below the item column and click "OK".

REF

Enter the Fire Code reference number, if applicable.

See **7.G.30** for more information on Ref# and how to use any of the optional Fire or Building code databases.

CONTRAVENTION

Enter or edit the text from the appropriate fire code. You may type in text or select other stock wording from a list by clicking the “List” button (see **7.D.60**) beside “Contravention”

To add or edit stock wording for this “List” button, see:



40.70

If you do not use stock wording, you may hide the “List” button. See:



20.C.20.20 Hide Contravention List Button

Note:

If you have multiple code sets installed in your system, when you choose a code as a contravention, if it is from a code set other than your provincial fire code, an abbreviation will be put in front of it with a letter for your province and the type of code it is. The abbreviations are:

- FCA - Fire Code Appendices
- HFSA - Hotel Safety Act
- ABC – Alberta Building Code
- BCBC – British Columbia Building Code
- OBC – Ontario Building Code

If you want to type in a complete or partial code, include the abbreviation (if it is not a Fire Code) and it will find it from the correct code set.

CONTRAVENTION NOTES

Enter specific notes regarding the contravention in this field. One possible use of this field is to enter either the findings of the inspection, or the course of action that was taken to remedy the situation.

You have the option of including or not including the notes in the printed report. To change the setting, see:



20.C.20.20

CORRECTIVE ACTION

Enter the required corrective action, or select from List by clicking the "**List**" button (see **7.D.60**) beside "Corrective Action"

To add or change the stock wording for the Corrective Action "List" button, see:



40.90

7.D

Inspection Details Window Buttons

7.D.10



Click the "**Invoice**" button to add or view an invoice (*chapter 11*) associated with this inspection. If there is an invoice associated with the inspection, the text on the button will be orange. The invoice module is optional.

7.D.20



If there is one or more follow up inspections, there will be a number in the field beside the button. Click the "**Follow-up Inspection**" button to view or edit a follow-up inspection.

7.D.30

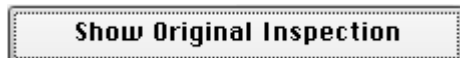


Click the "**New Follow-up**" button to create a new follow-up inspection.

Note:

When a new follow up is added, the contraventions will be copied from the last follow up inspection if there is one, otherwise it will be copied from the main inspection. The status of a new Follow-up inspection defaults to "In-progress", on the date that the Follow-up inspection is created.

7.D.40



When viewing a follow-up inspection, there will be a "**Show Original Inspection**" button. Click this button to view the original inspection that this follow-up inspection was created from.

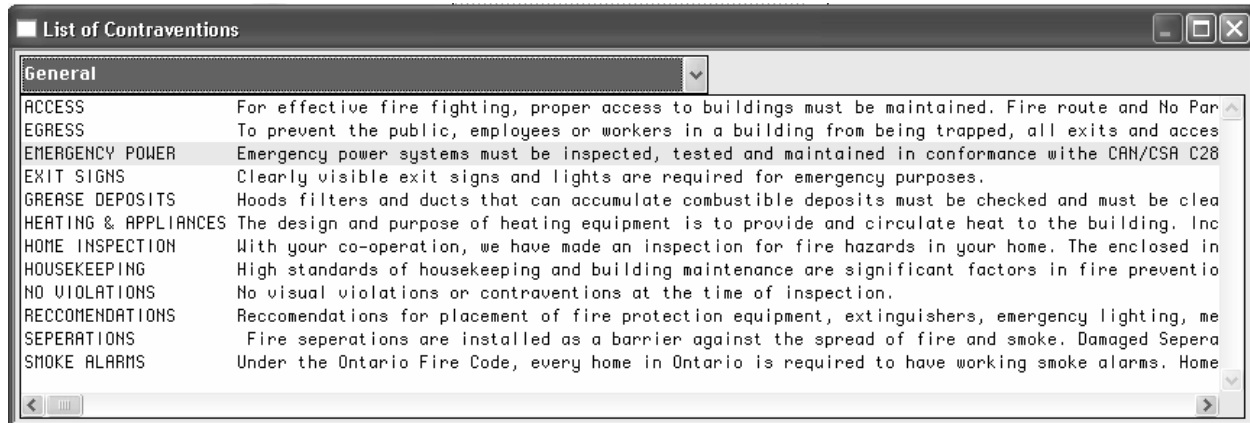
7.D.50



If there is a Notice of Violation, there will be a date in the field beside the "**Notice of Violation**" button. Click this button to create or view a notice of violation. See *7.G.30* for more information.

List

Clicking the “**List**” button opens a window with a list of “Stock Wordings” to choose from (much like the window below). Double click on a line item to add it to your inspection.



Inspection Action Menu

The Action menu for Inspections is available on both the "Inspection Details for <address>" (**7.B**) and "Summary of Inspections at <address>" (**7.G.10**) screens, but different items are visible for each window. For simplicity, we will discuss all Action Menu items for both windows here.

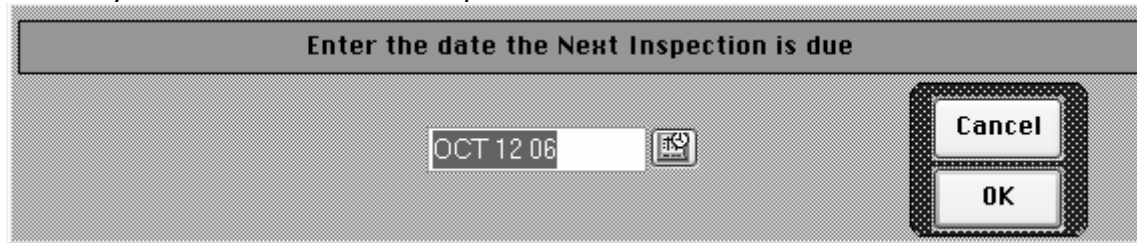
Action	
A <u>dd</u>	Ctrl+A
E <u>dit</u>	Ctrl+E
Edit Next Inspection Due	
<hr/>	
S <u>h</u> ow Inspection Details	Ctrl+S
<hr/>	
P <u>ri</u> nt	Ctrl+P
D <u>u</u> plicate	
Delete	
<hr/>	
Print Blank Inspection	
Print All Pictures	
<hr/>	
Copy an Inspection to this property	
Move an Inspection to this property	
Move an Inspection Checklist to this property	
Show Inspection number	

"Add" on this menu will add a new inspection (not a checklist or smoke alarm).
"Edit" enables you to edit whatever window you are on.

7.E.5

Edit next Inspection Due

Allows you to edit the Next Inspections Due date.



7.E.10

Show Inspection Details

Opens the "Inspection Details for <address>" window (**7.B**) to show the details of the selected inspection on the "Summary of Inspections at <address>" (**7.G.10**) window.

7.E.20

Duplicate

The information in many of the fields on a re-inspection report may be the same as those in the original report. Use this command to make a copy of the original inspection report. You may then modify it as necessary.

7.E.30

Print Blank Inspection

Prints a lined inspection report with all fields blank.

If this option is used from the Summary of Inspections window, the entire form will be blank, including the address, owner and occupant areas.

If this option is used from the Inspection Report window, then the upper section, including the address, owner, occupant and inspector fields will be filled in automatically from the Property Record.

7.E.40

Print all Pictures

This action menu item will be available if there are pictures associated with this inspection. Print all pictures associated with a single inspection report.

7.E.50

Show Inspection Number

View the Inspection Number of the Inspection Report displayed on your screen. The number will appear in red on the Inspection Report window. This number is only necessary to identify the item if you want to copy or move the inspection to a different property, and if you are not using numbering on your inspection reports.

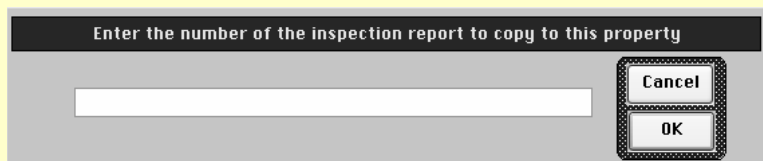
7.E.60

Copy an Inspection to this Property

Copies an Inspection Report from one property to another.

Note:

To copy an inspection you must first know the inspection number of the inspection you wish to copy. When you select "Copy an Inspection to this Property", you will be asked for the number of the Inspection to be copied in the dialogue box. You can use either the number of the inspection report as entered into the Number field (show info on this) or from the Action→ Show Inspection Number above.



The image shows a dialog box with a dark grey title bar containing the text "Enter the number of the inspection report to copy to this property". Below the title bar is a white text input field. To the right of the input field are two buttons: "Cancel" and "OK".

7.E.70

Move an Inspection to this Property

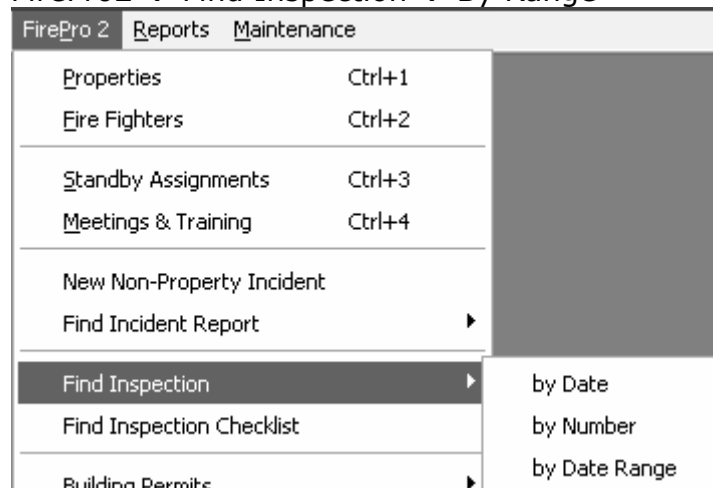
Moves an Inspection Report to another property as described in **7.E.60** above. Use the numbering as in "Copy an Inspection to this Property" above, to identify the inspection that you want to move. This is used if the inspection was entered for the wrong property.

Inspection FirePro2 Menu

FirePro2 → Find Inspection → By Date

FirePro2 → Find Inspection → By Number

FirePro2 → Find Inspection → By Range



These menu items allow you to quickly and easily find inspections by your selected criteria.

Other Fire Inspections Windows

7.G.10

Opening the Summary of Inspections at <address> Window

Access the Inspections window via the Properties page. Click the “**Inspections**” button to view the Summary of Inspections Window which summarizes the inspection history for the property displayed.

Summary of Inspections at 5 Grouse Meadow Lane Nordegg

Address: 5 GROUSE MEADOW LANE
Street or Lot Street Name, Line, Concession Suite #

Occupant: David Hadley

Bld. Code Class.: Schools & Colleges
Sub Category: Elementary School

Station Assigned: Stn 50 ~ Nordegg

Periodic Inspections:
MAY 29 08 Frequency (in months) 12
Last Inspection Date
Next Inspection Due: MAY 29 09

Default Inspector: DFC Hadley David John

Inspections:

Date	Request
JAN 3 08	Assigned Request

Inspections Check List:

JUN 19 08	AFC Cammie Laird
JUN 3 08	DFC Hadley David Joh
JAN 3 08	

This window has four possible distinct components:

- General Inspections information, (top). See **7.G.10.C**
- Inspections listed, (bottom left) Also See **7.B**.
- Inspections checklist, (bottom centre). – See **Chapter 8**
- Smoke Alarms, (bottom right) – See **Chapter 9**

Summary of Inspections at <address> Window Fields

General Inspections information

Summary of Inspections at 5 Grouse Meadow Lane Nordegg

Address: 5 GROUSE MEADOW LANE
Street or Lot Street Name, Line, Concession Suite #

Occupant: David Hadley

Bld. Code Class.: Schools & Colleges
Sub Category: Elementary School

Station Assigned: Stn 50 ~ Nordegg

Periodic Inspections:

Last Inspection Date	Frequency (in months)
MAY 29 08	12
Next Inspection Due: MAY 29 09	

Inspection Comments

Edit
Cancel
OK

BLD. CODE CLASS

This list allows you to select the Building Code Classification Category for this property. If you have created specific Inspection Checklists for a category, selecting it from the list will automatically bring up the checklist items when you hit the "Set up Checklist" button.

To create/edit the Category list, go to:



20.60.40

SUB-CATEGORY

This list allows you to select the Building Code Classification Sub-Category for this property. Only the sub-categories attached to the selected Category will be displayed. Sub-Category is a searchable parameter on reports, but will not affect the Checklist by Category.

To create/edit the Sub-Category list, go to:



20.60.45

STATION ASSIGNED:

Click Edit to assign this property to a station, and choose from the drop-down list of stations. If a station name is assigned, it will be included in the heading of the Inspection Report for this property.

To populate/edit the list of Stations, see



40.A

Note:

"**STATION ASSIGNED**" is the same as the Station on the Property record. Changing one will change the other.

PERIODIC INSPECTIONS

LAST INSPECTION DATE

The date of the most recent inspection.

The last inspection date can be updated manually or automatically, depending on the settings you choose. See:



20.C.20.10 - Manual

FREQUENCY IN MONTHS

The frequency of regular inspections for this property. The Frequency field of this window will be used to calculate the "next scheduled inspection" for this property, as displayed in "Next Inspection Date". It is entered as the number of months between scheduled inspections.

Note:

The "**FREQUENCY IN MONTHS**" field will be filled in by default according to the Property "**CATEGORY**" if you have entered frequency information when setting up the category names. Adding a number to the "**FREQUENCY IN MONTHS**" field on the "Summary of Inspections at <address> Window" will automatically add this number into new properties as they are assigned this category. It will not affect properties previously assigned to the category.

NEXT INSPECTION DATE

Based on the Last Inspection Date and the Frequency (in months) indicated, FirePro 2 will automatically compute the Next Inspection due date and add a record to the Inspections due to be done report on the Reports menu. (**See 7.R.10**)

You may enter the Last Inspection Due Date manually, or, to activate prompting that will inquire if you want to use the current inspection/checklist date for the Last Inspection Date field, see:



20.C.20.10 – Confirm Next Inspection Due

INSPECTION COMMENTS

Use this field for general observations concerning the property.

Inspections Listed

Inspections:					
FEB 16 06	Spud Murph	03-002	Assigned	Routine	
JAN 31 02	Doug	• 02-001	Closed	Routine	
JAN 5 02	John Doe	02-002	Closed	Request	

This section of the window lists all inspections for this property in date-order. Information displayed in this list includes date of inspection, name of Inspector, Inspection number, status, and reason for the inspection. Double click on a line to view that inspection, or click on the “**Show Details**” button. Click on the “**Add**” button below the Inspections section to enter a new inspection for this property.

Note:

A black dot next to a listed inspection indicates that a date has been entered into the Next Notification field on the Inspections window. This dot will be eliminated once the Next Notification field is cleared. Inspections with the dot will appear on the re-inspections report.

See **7.G.10** for further information regarding the Inspections Window.

7.G.10.D

The “**Set up Checklist**” button will open the Checklist Template (see **8.B**)

Notice of Violation Screen

Item	Ref. #	Contravention	Corrective Action
10		With your co-operation, we have	
20		The design and purpose of heatin	Remove \ repair \ replace defective

Contra-v ention: The design and purpose of heating equipment is to provide and circulate heat to the building. Incorrect or inadequate maintenance may lead to uncontrolled fires and possible asphyxiation. Periodic checks should be done to ensure that all safety controls are in place, cleaning of all components (as required), and any servicing is done by qualified personell.

Corrective Action: Remove \ repair \ replace defective appliance

Notice of Violation Screen Fields

NOTICE OF VIOLATION CREATED

The date that the notice was created.

COMPLY IN

The time frame in which the addressee has to comply with the notice. (eg. "30 days")

PREVIOUSLY INSPECTED ON

The date(s) of the previous inspection(s).

Note:

When a new follow up is added, the contraventions list will be copied from the last follow up inspection if there is one, otherwise it will be copied from the main inspection.

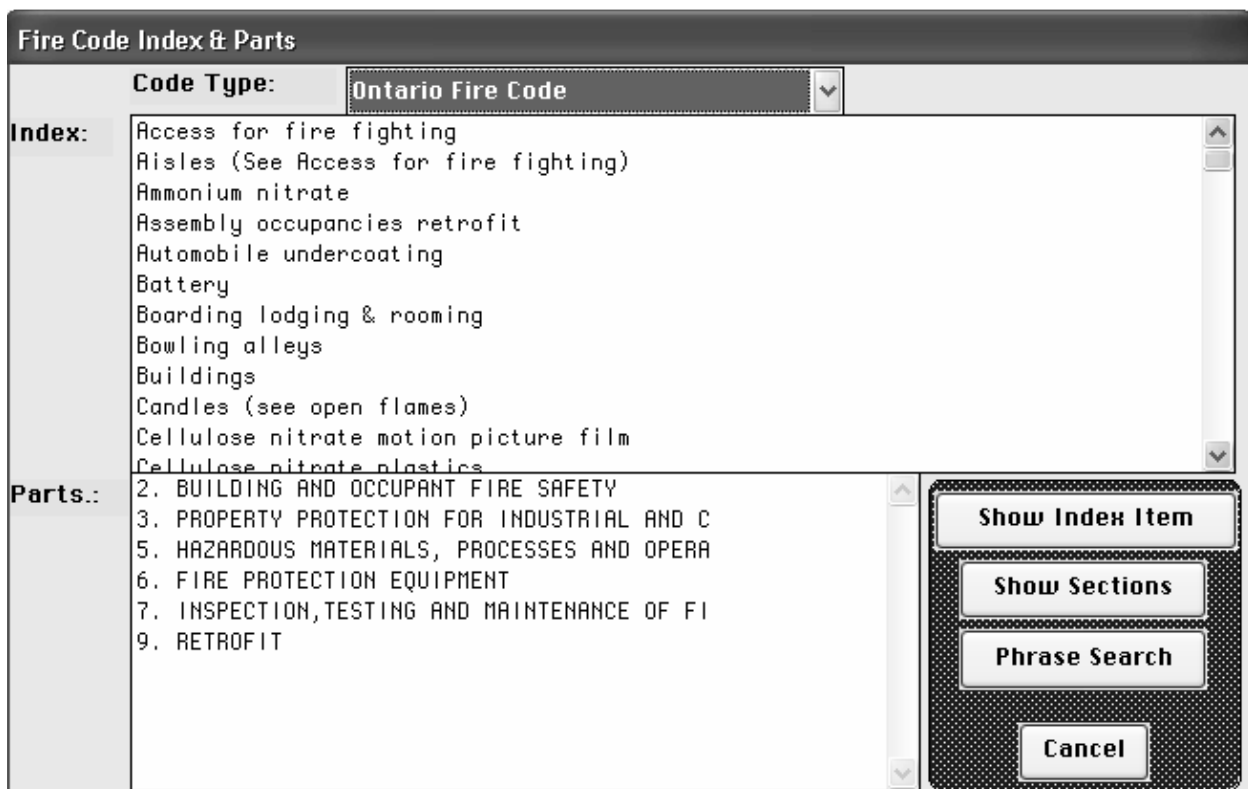
Ref# Screens

If you have one of FirePro 2's optional Fire Code/Building Code Databases installed, the following features will be enabled;

1. If you know the Fire Code reference number, enter it here. (Fire Code reference numbers consist of four numbers separated by periods; i.e. Part . Section . Sub-section. Code.). Press Tab, and the relevant Fire Code text will be automatically displayed in the Contravention field. Entering the part number with a period will take you to the Sections of the chosen part. The same is true if you type the part & section, or the part, section and sub-section. Just be sure to include the following period.
2. If you don't know any of the Fire Code reference number, enter a question mark in the Ref # field.

Item	Ref. #	Contra
0		
10	?	

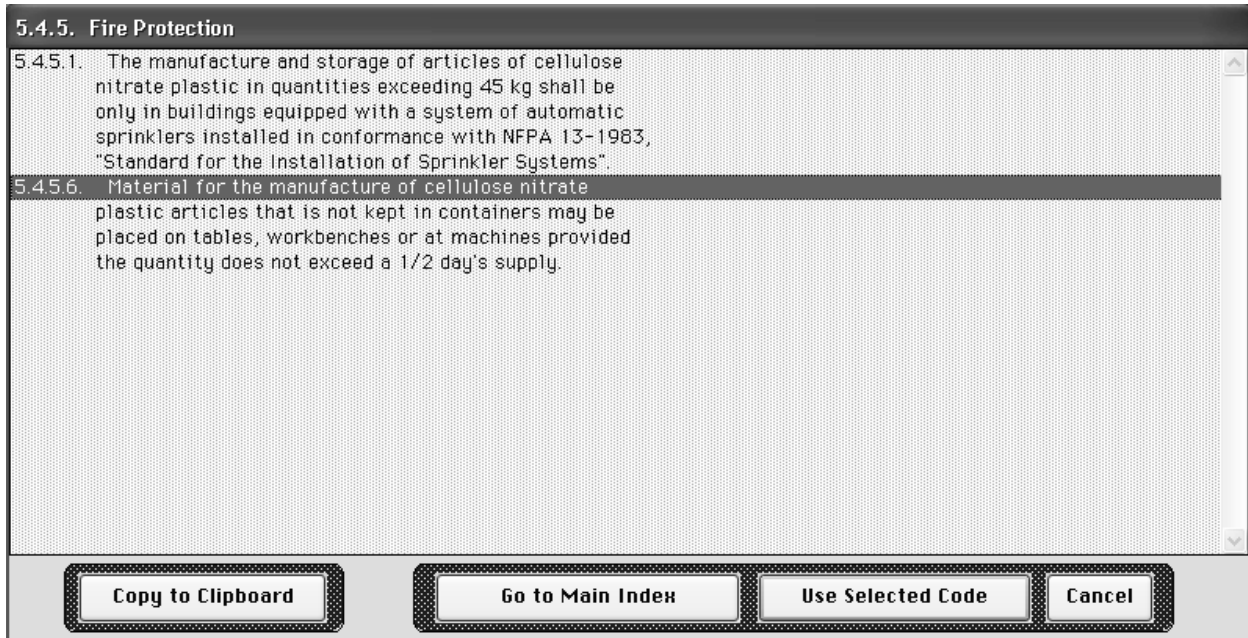
Press Tab, and the following window will be displayed.



If you have more than one code installed, select the Code you wish to search for from the Code Type drop-down field. Double click on the appropriate "Index" or "Parts" item (or use the "Show Index Item" or "Show Sections" buttons) , and a new window will appear with the next set of choices. Continue this way until you find the code you are looking for. You may return to the main index at any time by clicking the "Go To Main Index" Button.

Note:

You may also search the fire code at any time by going to:
Reports → Search Fire Code



Use Selected Code

When you find the code you are looking for, click the "Use Selected Code" button to transfer the information to your inspection.

Copy to Clipboard

Use the "Copy to Clipboard" button to copy the selected code to the clipboard for use in any other application (i.e.: word etc.)

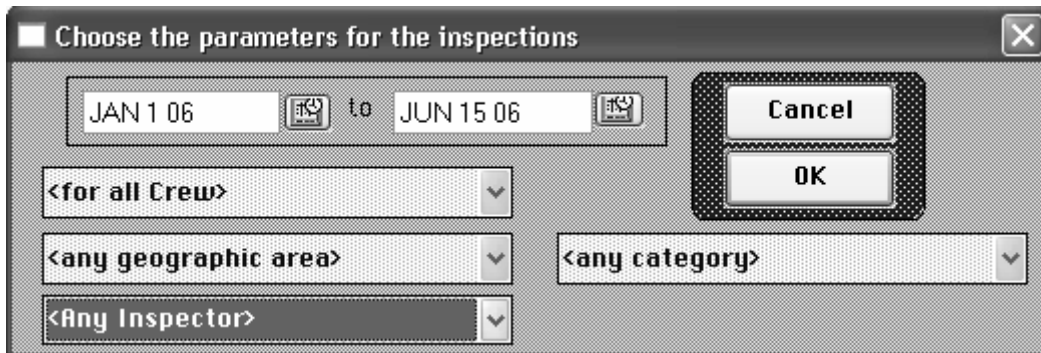
Reports

Note:

To print a blank Inspection report, see [7.E.30](#)

Reports → Inspections due to be done

Produces a list that can be printed, on upcoming properties that are scheduled for an inspection for a specified time period. Choose to view data using the reporting parameters of date range, station, category, inspector and geographic area. This report is built using the date from the Next Inspection due field in the "Summary of Inspections at ..." window ([7.C](#))



Choose the parameters for the inspections

JAN 1 06 to JUN 15 06

<for all Crew>

<any geographic area>

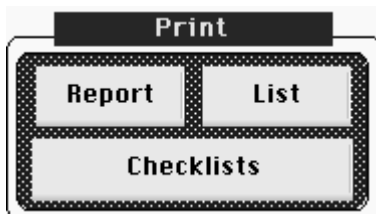
<Any Inspector>

<any category>

Cancel

OK

Inspections due to be done Report Window



Print

Report List

Checklists

Clicking the "**List**" button produces a report listing all the inspections due within the specified range of dates.

Clicking the "**Report**" button will open the following window:



Choose the Report to Print

Short Report

All Details Report

Select either the Short Report or the All Details Report. The Short report summarizes the Name, Address and date of the next inspection within the date parameters of your choosing.

The All Details Report can include any or all of the following details: Owner, Contact and Occupant's name, address and phone, Lot, Con., Roll/Folio #, Preplans, Hydrant Info., Sub-file statistics, and Blank pre-plans. This report can be custom-titled, and templates can be created.

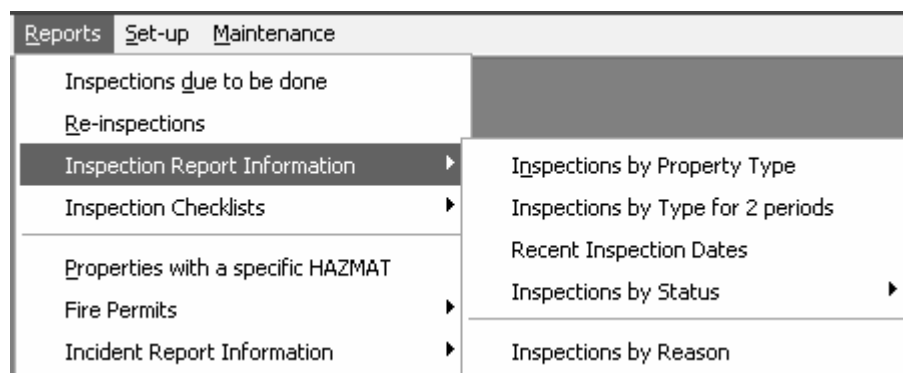
Inspections checklists can be printed for each selected line of this list (provided that a Checklist has been set up for each of these properties from the Summary of Inspections at.....window). See **Chapter 8** for more information on checklists.

Reports → Re-inspections

Produces a list of inspection reports that have a date entered in the "Re-Inspection" field. **7.G.10.C**

Choose from the reporting parameters of: Inspector, Geographic Area, Category, or Station. Double click on a line to view details of that Inspection Report. The Inspection Notes for each inspection can also be printed by selecting the "Print Inspection Notes" flag.

Reports → Inspection Report Information → Inspections by Property Type



Access to these reports is limited. See:



20.C.20.10

Creates a summary report listing inspections by property type. Choose from the reporting parameters of Date, Station, Category, Geographic area. Include follow-up inspections as needed. After the initial parameters are selected, you have the option of printing only the total number of inspections completed, or the addresses of each inspection as well as the totals. If you select the addresses, an optional box will appear that also allows you to print the names associated with each address.

Reports → Inspection Report Information → Inspections by Type for 2 periods

Creates a report, by inspector, listing inspections by property type for two date ranges. The default date ranges are "last month" and "year to date", although any two date ranges can be compared. Change "Period Titles", as required. Choose from the reporting parameters of: Station, Geographic Area and Category. Include follow-up inspections as needed.



7.R.50

Reports → Inspection Report Information → Recent Inspection Dates

This report allows you to print a list of the last inspection date of all properties within your chosen report parameters.



7.R.60

Reports → Inspection Report Information → Inspections by Status

Creates a summary report listing inspections categorized by Inspection Status. Double click on a line to view details of that Inspection Report.



7.R.70

Reports → Inspection Report Information → Inspections by Reasons

Creates a summary report listing inspections by reason, sorted by Building Type, for the specified date range.

Reports → Management Report Menu → Inspections

Creates a custom report on Inspections, using the following parameters:



Inspection Printing Parameters

All Inspections
 Main Inspections Only
 Follow-up to a main inspection Only

Any Inspector
 One Inspector only

Any Inspection Date
 Range of dates

All
 One Occupancy Type Only
 One Occupancy Class Code Only

Any Inspection Day Weekday Only Weekend Only

Any Fire Code reference #
 One Fire Code reference # only

Report Title:

Output: Report List

Cancel OK

Main/Follow-Up Inspections

These parameters allow you to search for Main or Follow-Up Inspections. Using this parameter is a useful way to determine how many return inspections are being done.

Any Inspection Date/Range of Dates

This parameter searches by the Inspection Date entered when the Inspection is first created only.

Reason List

Selecting the <Unclassified> reason will search for all Inspections that do not have a Reason entered.



7.R.90

Reports → Graphs → Inspections → Inspections by Occupancy

Produces a graphical report detailing the inspections by occupancy type.
For more on graphs, see **3.240**



7.R.100

Reports → Graphs → Inspections → Inspections by Complex

Produces a graphical report detailing inspections by complex type.
For more on graphs, see **3.240**



7.R.110

Reports → Graphs → Inspections → Inspections by Reason

Produces a graphical report detailing inspections by reason.
For more on graphs, see **3.240**