

CHAPTER 8 - INSPECTION CHECKLISTS

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Introduction to Inspection Checklists

You can create customized checklists for each property type you inspect, as well as for each specific property. This allows different inspectors to be consistent in their inspections, and allows consistency from one inspection to the next. Checklists can be printed and taken with you, and the data easily entered once you are back at your desk. If you have the Remote Checklists Package, please also see **8-Remote**

Before using Inspection Checklists, you must create your Inspection Lists.

See:



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Setting up your checklists

There are 4 steps that are essential in getting the checklists ready up for use.

1 - Set up Inspection Checklist Property Categories

The Inspection Checklist Property Categories are the main categories upon which you will build your checklists. These are typically types of buildings or the use of the building (i.e.: you would likely have a different checklist entry for schools than you would a restaurant, so you would have a category for each).

To set up or edit a list of Checklist Categories to be used for creating Inspections Checklists templates, go to:



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2 - Set up Inspections Checklist Categories

The checklist categories are the types of things (or sections) that you would be checking for with an inspection (i.e.: Sprinkler Systems, Exits), not the particular checklist items (that comes next).

To set up or edit a list of Sections for your Inspections checklist, go to:



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3 - Set up Master Checklist for Inspections

After creating a list of checklist sections, set up a list of Section-related questions or statements. These will formulate the basis for your checklist (i.e.: under the section "Fire Safety Plan" you may want to ask "Are the employees familiar with the fire safety plan?" or "Are the exits clear of Debris?")

To set up or edit the Master Checklist items, go to:



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4 - Create a checklist template for each checklist category

To create a checklist template, go to:



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Note:

Setting up your checklists for a Property

If there is no category assigned to the property, select the category from the drop-down list on the inspections window (the categories are the ones you set up in Step 1 with the lists you set up in Step 4),

Accessing Inspection Checklists

The Inspection Checklists for a property are set-up and accessed through the Inspection Window below (see **7.G.10** for more information). Inspections that are marked as "Unsatisfactory" will show in red.

Summary of Inspections at 123 MAIN STREET YOUR TOWN

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

Bid. 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:

Frequency	Last Inspection Due	Next Inspection Due
MAR 8 07		MAR 8 08

Default Inspector: [Dropdown]

Print New Checklist

Inspections:			
JUL 24 06	Doug Smith	In Progr	Follow-up
JAN 5 06	John Doe	Closed	Request
JAN 31 05	Doug Smith	Closed	Routine

Inspections Check List:	
MAR 8 07	Spud Murphy
JUN 15 06	Spud Murphy

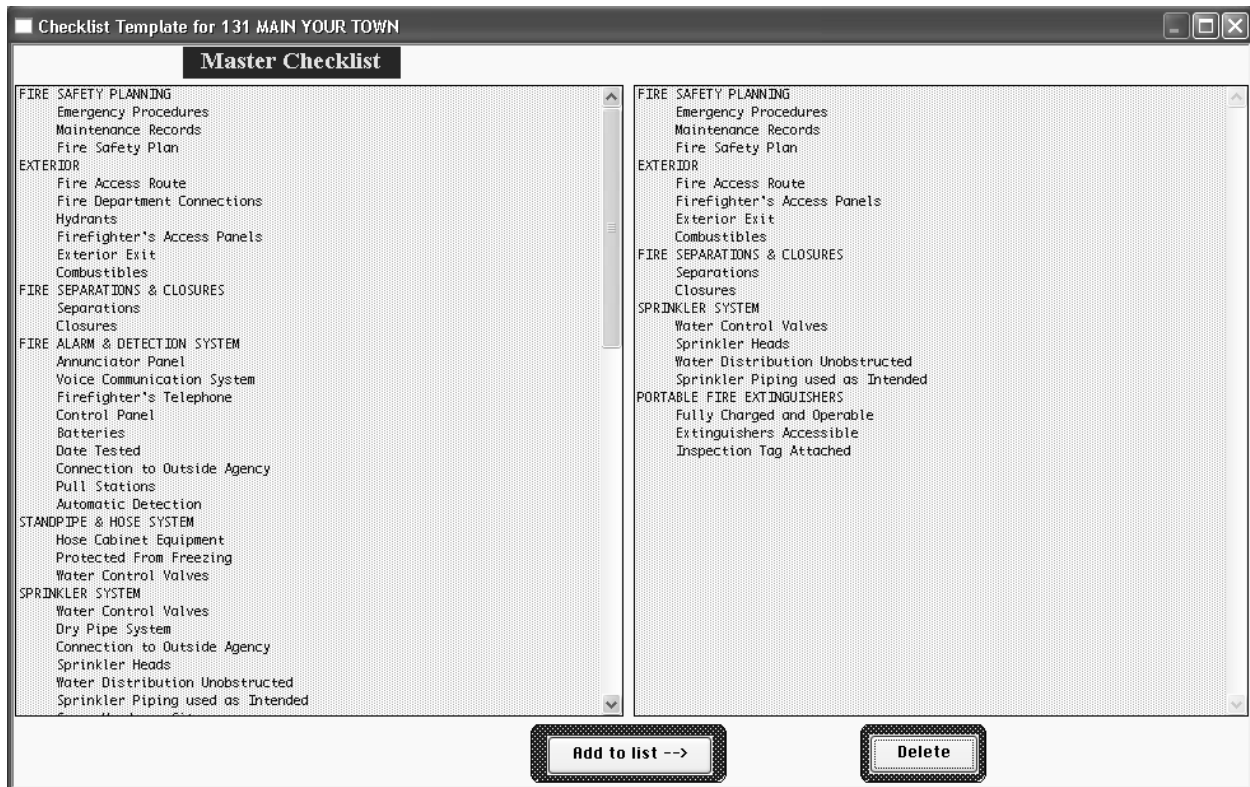
Smoke Alarms:	
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Add **Show Details** **Add** **Show Details** **Add**

Set up Checklist

Click the **"Set up Checklist"** button to open the Checklist Template. From here you can create or edit an inspections checklist template for this property. If you have not assigned a category for this property, you may do so from the Category drop-down menu to the left of the **"Set Up Checklist"**.

Category: Theatres **Set up Checklist**



The left hand side of the screen shows the Master Checklist, itemized by section. This contains all Inspection checklist items currently entered in FirePro 2. The first time you open this window, if you have assigned a category, the items assigned to that category will be on the right hand side of the screen, otherwise, the right hand side will be blank.

To set up the Master Checklist items, see:



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Select items from the Master Checklist to apply to a customized checklist for this property by highlighting items and clicking the Add to List button, (use the Ctrl button to click and highlight many items at one time), or simply double click on Master checklist items to add them. You can delete any items from the checklist for this property by selecting them and clicking the **Delete** button.

Accessing Checklists

The Inspection Checklist section of the Inspections window (**7.G.10**) lists all inspection Checklists that have been created for this property. Information displayed in this list includes the date of the Checklists and the name of the inspector.



Once you have set up the checklist for this property, click the "**Print New Checklist**" button to print a hard copy of the list to take along to the inspection. You will be asked as to whether or not you wish to print blank Pre-plan items. You may also opt to exclude pre-plans on the printed checklist.

If there is more than one checklist recorded for this property, you will be able to choose from a drop-down list as to which previous checklist you would like to use for comparison (or choose Cancel for no comparison).

By default, contact and alternate names and addresses will be hidden on the printed checklist and station name/number will appear on the printed checklist. To change these settings, see:



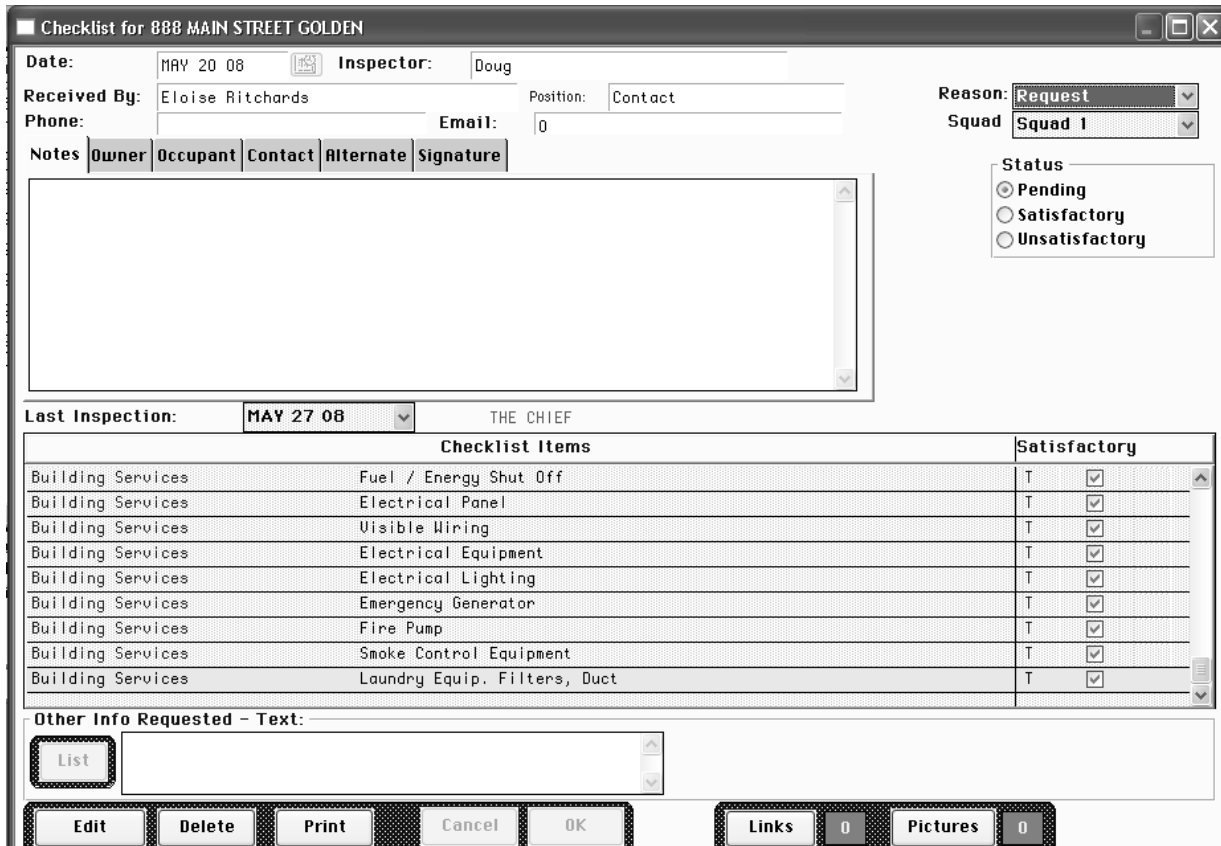
20.C.20.30

Double-click on a line to view that Checklist, or click on the "**Show Details**" button to open up the detail window of the particular inspection (**8.B.10**). Once an inspection checklist has been printed and data has been collected, the inspector can record findings by clicking the "**Add**" button.

8.B.10

The Checklist Window

Click the “**Show Details**” button to view inspections checklists already associated with the property.



Checklist for 888 MAIN STREET GOLDEN

Date: MAY 20 08 Inspector: Doug

Received By: Eloise Ritchards Position: Contact Reason: Request

Phone: Email: 0 Squad: Squad 1

Notes Owner Occupant Contact Alternate Signature

Status
 Pending
 Satisfactory
 Unsatisfactory

Last Inspection: MAY 27 08 THE CHIEF

Checklist Items		Satisfactory
Building Services	Fuel / Energy Shut Off	T <input checked="" type="checkbox"/>
Building Services	Electrical Panel	T <input checked="" type="checkbox"/>
Building Services	Visible Wiring	T <input checked="" type="checkbox"/>
Building Services	Electrical Equipment	T <input checked="" type="checkbox"/>
Building Services	Electrical Lighting	T <input checked="" type="checkbox"/>
Building Services	Emergency Generator	T <input checked="" type="checkbox"/>
Building Services	Fire Pump	T <input checked="" type="checkbox"/>
Building Services	Smoke Control Equipment	T <input checked="" type="checkbox"/>
Building Services	Laundry Equip. Filters, Duct	T <input checked="" type="checkbox"/>

Other Info Requested - Text:

List

Edit Delete Print Cancel OK Links 0 Pictures 0

There are 3 levels of security for editing Inspections Checklists. See:



70.C.10

Inspections Checklist Window Fields

DATE

Enter the date that this inspection record was created.

INSPECTOR

The Inspector list allows you to select the Inspector who completed the Inspection.

RECEIVED BY

When the Checklist 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". When this field is no longer active, a button entitled "Contacted" will appear. Click on this button if you want to re-activate the drop-down contact list.

Note:

A checklist with a "Satisfactory" status cannot be saved if there is no information in the "Received By" field.

NOTES

Enter any notes for this checklist.

OWNER / OCCUPANT / CONTACT / ALTERNATE

Click the tab to see the pertinent information or to enter new information. The information will automatically be brought forward from the property information, but may be changed (changing the information here does not change it on the property record).

To indicate the contact person for this property, choose from the drop-down list of choices, or None of the above. These will auto-fill the fields Contacted, Position & Phone. You can override these at any time.

STATUS

Choose from the options of Pending, Satisfactory, and Unsatisfactory. Satisfactory or Unsatisfactory statuses are regarded as Closed.

To automatically create a new pending Checklist when the status of a checklist is changed from Pending to Satisfactory or Unsatisfactory, see:



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OTHER INFO REQUESTED

If additional information such as a date, number, or text is requested for the currently selected checklist item, it will be indicated by a letter beside the checkbox. (D = Date, N = Number, and T = Text). Data or comments (text) can then be entered in the "Other Info Requested" space below the list, while that line is selected.

To populate or edit up the Other Info Requested options, see:



20.30.50.D Other Info Requested

LAST INSPECTION

The date of the last inspection, if applicable.

CHECKLIST ITEMS

This column shows the category for the checklist item along side the actual checklist item.

SATISFACTORY

The letter in the left hand side of the column indicates other information as requested when the items were set up (as shown in the "**OTHER INFO REQUESTED**" field).

Click in the box to indicate if an item was satisfactory.

Note:

When you add a new inspection checklist that has a previous inspection item that was not marked as "Satisfactory", that line in the new inspection will also be not checked and will have a "NS" (Not Satisfactory) notation next to it. When you mark it as Satisfactory you will be asked if that item has been resolved. If not checked, it will continue to show "NS" and carry forward to the next inspection.

If a **LAST INSPECTION** date has been chosen, the new entry will show a column of blue "S" or "NS" letters to the right of the checkboxes. This allows for immediate comparison of results, to the last inspection. Comparative numbers and notes will appear at the bottom of the window in blue italics, and will also show up on the printed report.

8.D

Inspection Checklist Window Buttons

8.D.10

Check All

Clicking the "**Check All**" button will mark all items as satisfactory.

8.D.20

List

Clicking the "**List**" button will bring up a window with stock wording for Inspection Checklists. Double click on an item, or use "Ctrl+click" to select multiple items to add.

To add or edit the Inspection Checklists Stock Wording, see:



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Menu items

FirePro2 Menu Items

FirePro 2 → **Find Inspection Checklist**

To find an Inspection Checklist in a date range.



Choose from the search Parameters of: Date range, Inspector, Station, Status, Geographic Area, and Category. The generated list can be sorted by Date, Inspector, Address, or Status by clicking on one of these column-heading buttons.

Double-click on a line item or select an item and click the Show Details button to open that checklist.

8.E.20

Action Menu Items

Action Menu items can be accessed in two places; the Summary of Inspections Window, and the Inspection Checklist Window.

8.E.20.10

Summary of Inspections Action Items

Action	Window	Help
Add		Ctrl+A
Edit		Ctrl+E
Edit Next Inspection Due		
Show Inspection Details		Ctrl+S
Print		Ctrl+P
Duplicate		
Delete		
Print Blank Inspection		
Print All Pictures		
Copy an Inspection to this property		
Move an Inspection to this property		
Move an Inspection Checklist to this property		
Show Inspection number		

Action→Edit Next Inspection Due

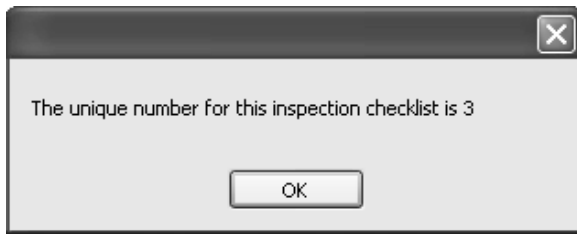
This option will bring up a pop-up window that allows you to edit the "Next Inspection Due" date field.

Action→Move an Inspection Checklist to this property

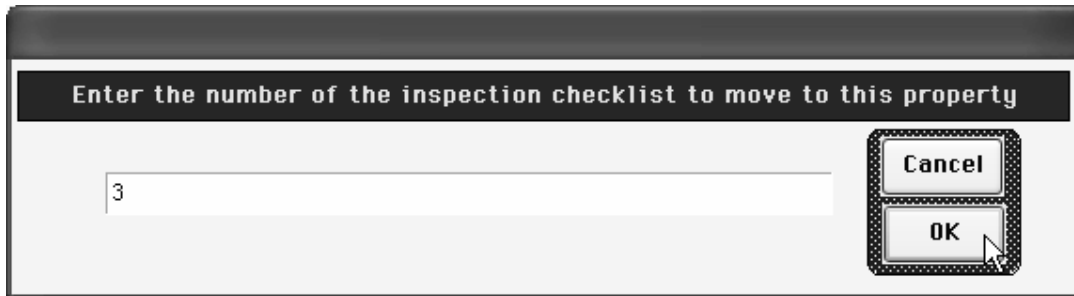
Moves an Inspection Checklist to this property, from another. This is used if the inspection checklist was entered for the wrong property.

First you need to know the unique number of the Checklist. If you are using Inspection Checklist Numbering, use the Inspection number of the checklist that you want to move.

If you are not using Inspection numbering, find the Checklist you want to move, select Action → Show Inspection Number from the checklist window.



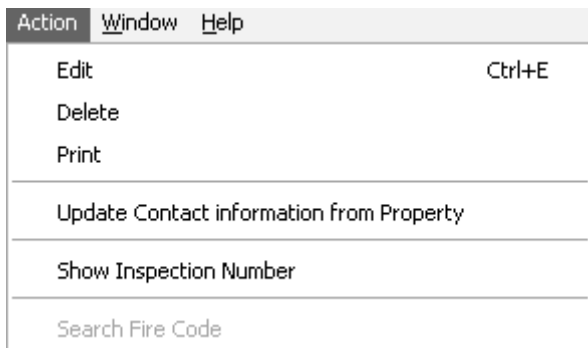
Next, go to the property record that you want to move the checklist to. Click on the Inspection button. Select Action → Move an Inspection Checklist to this property.



Enter the unique number or the Inspection Checklist number and click ok.

8.E.20.20

Inspection Checklist Action Items



Update Contact Information from Property

When a checklist is first created, the Contact information is automatically imported from the Property record. If the Contact information on the Property record changes, it can be re-imported by selecting this option. This is a useful feature if you find that the contact has changed while you are inspecting the property, and don't want to re-enter the new information twice.

Show Inspection Number

This will display the Unique Inspection number, which is used when moving Inspection Checklists between property records.

Search Fire Code

This option is only available for Departments who have purchased the Provincial or National Fire Code for FirePro. A Fire Code search window will appear that allows you to search for a Fire Code Reference Number, and paste the Reference Number and text into any text field.



Reports



Reports → Management Report Menu → Inspections Checklists

This will create a custom report on showing all Inspections Checklists within the selected parameters.

FEB 28 06	For Demonstration Only Fire Chief: Fire Chief 1234 Main St., Your Town LOS 1M0	Page 1
From JAN 1 06 To MAR 1 06		

Inspector: Spud Murphy

Date Address

FEB 20 06 131 Main Street Your Town

Inspector: Doug

Date Address

FEB 28 06 123 Main Street Your Town

Inspector: Spud Murphy

Date Address

FEB 28 06 131 Main Street Your Town

Inspector: John Doe

Date Address

FEB 28 06 642 Park Lane Your Town

Reports → Inspections Checklists → Checklist by Property Type

Creates a summary report listing Inspections Checklists by property type. Choose from the reporting parameters of: Date, Station, Geographic Area, and Category.

Inspection Checklist by PropertyType from SEP 1 05 to MAR 2 06**Assembly**

131 Main Street Your Town

131 Main Street Your Town

642 Park Lane Your Town

Total for	Assembly	3
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Residential


123 Main Street Your Town

Total for	Residential	1
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TOTAL		4
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Reports → Inspections Checklists → Checklist by Reason

Creates a summary report listing Inspections Checklists by reason. Choose from the reporting parameters of: Date, Station, Geographic Area, and Category.

	For Demonstration Only							Page	1
	Fire Chief : Fire Chief							Date	
	1234 Main St. Your Town LOS 1M0							SEP 13 06	
ph : 555-5555									
<u><any geographic area></u>									
Reason	Assembly	Institutional	Residential	Business	Mercantile	Industrial	Miscellaneous	Vehicles	
Unclassified	0	0	1	0	0	0	0	0	
Routine	0	0	1	0	0	0	0	0	

Reports → Inspections Checklists → Totals by Month

Creates a summary report listing Inspections Checklists by month for a period of time.