


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: General	S.O.P: 103.17
	SUBJECT: Home Inspection Program	PAGE: 1 of 3
	Approved By:	Effective Date: December 1, 2012
		Revision Date:

Purpose:

This policy outlines the Shelbyville Fire Department's Home Inspection Program (HIP). The SFD will request residential homes when requested and during Fire Prevention Week. The HIP is designed to help safeguard the citizens of our community by minimizing the impact of fire in each neighborhood. This goal is best obtained by educating the public to hazards that exist in the homes they occupy. Property owners, made aware of the potential for accidental fires caused by identifiable hazards in the home, can take corrective actions that will significantly reduce fire losses in our county.

Scope:

The inspection of single-family dwellings and duplex units is to be conducted only after obtaining permission from the property owner or occupant.


The Chief with the assistance from his Officers will determine which areas of the County to focus on each year. Areas with a history of "high-life loss" or "high-fire incidents" will be considered priority inspection areas.

Procedure:

Inspections

1. FD members will assist homeowners with a home inspection when requested.
2. Members may use the door-to-door fashion, during Fire Prevention Week.
3. When contact with a homeowner or occupants is made, firefighters shall identify themselves as members of the SFD and explain that they are conducting a fire prevention survey of the neighborhood.
4. Member will then;
 - a. Assess the property for a working smoke detector.
 - b. Offer to check existing detectors.
 - c. Offer to install detectors. When available, smoke detectors will be provided and installed free of charge to those in need. Smoke detectors are not to be left with property owners/occupants. SFD members conducting the inspection shall install all smoke detectors provided. All requests for smoke detectors outside of special projects must be directed to the Chief in order to verify ownership. The Chief will forward the request and the detector shall be installed in within the next 24 hours.
 - d. When available, ten-year lithium smoke detectors shall be used.
 - e. Where applicable, replace defective batteries in detectors if requested. Batteries, when available, will be provided free of charge to those in need. Again SFD members shall install batteries provided.
 - f. Distribute fire safety education materials, when available.

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- g. Offer to accompany and assist the owner/occupant in conducting a fire hazard survey in the home.

- a. When completing the Home Inspection Worksheet, the address and action taken by the members performing the inspection shall document all actions taken. This worksheet will be completed and forwarded to the Chief.

The following page outlines the Home Inspection Worksheet, which shall be completed.

