



# Division 12 Inspections and Investigations

## Chapter 02 – Dwelling Inspection Program

March 2009

### POLICY

This General Order shall establish an inspection program for residential occupancies, single and multifamily, i.e., apartments, hotels, dormitories, and boarding houses. Each year, a number of fire deaths occur in these occupancies. An effective inspection program can help reduce this toll by providing better awareness and a safer environment (Life Safety Code (LSC) 101, 4-1.1).

### DEFINITIONS

N/A

### PROCEDURES

#### 1. General Information

##### Goals

The goals of the Dwelling Inspection Program are:

- To increase the reliability of installed fire sprinklers and smoke detectors through regular inspections.
- To increase public awareness of home fire hazards and current fire prevention measures.
- To increase positive individual contacts between members of the fire service and the general public.
- To increase the likelihood that residential occupancies will be found in compliance with relevant fire codes and standards (Subtitle 11, NFPA 101, etc.).

#### 2. Single-Family Dwellings - Town Houses, Semidetached Houses, Etc. (NFPA 101, 24.1.1.1)

When Fire Department personnel enter a single-family dwelling, as a result of an owner's request (864-SAFE) to have an "Operation Safe Families" Fire and Life Safety Survey conducted, a "SAFE .21 Form" shall be used to validate the inspectional task.

If entry is due to a Post Incident Neighborhood Intervention Program (PINIP) operation or on a non-emergency basis, a reasonable attempt should be made, by means of a visual survey, to determine if the building is properly equipped with an operational fire protection and detection system.

A smoke detector inspection should not be attempted when extremely serious or sensitive conditions exist, such as severe injury or a non fire related death of an occupant. If the single-family dwelling is not in compliance, (i.e., no smoke detector or the smoke detector is not operational), the occupant shall be issued a Smoke Detector Correction Order and given an explanation of the compliance procedure contained on the form. The owner/occupant, upon compliance, should sign and date the appropriate portion of the Smoke Detector Correction Order and return the entire order to the Fire Inspections and Code Enforcement/Special Hazards (FI/CE/SH) Office.

If access is denied or resistance is met, Fire Department personnel shall comply with the wishes of the owner/occupant and cease attempts to complete the inspection. At this



time, the officer-in-charge (OIC) shall inform the owner/occupant that the case will be referred to FI/CE/SH for further action. The OIC shall then complete a Smoke Detector Correction Order and write "access denied" or "resistance met" in place of the "name of the occupant." The station copy (pink) must be retained at the first due station, the remaining copies, along with the original, should be sent to BFP for follow-up efforts.

A Smoke Detector Correction Order book shall be carried on all Fire Department vehicles. The issuer shall sign and ensure that all required information is listed accurately. Copies shall be distributed in accordance with directions printed on the form. The issuer shall ensure that the "station copy" is kept in a file at the first due fire station for further reference.

Career station officers shall be responsible for maintaining a Smoke Detector Correction Order file. The number of smoke detector inspections and courtesy (single family) fire prevention surveys conducted shall be included in the monthly report under the specific categories for those items.

Upon request, Department personnel will conduct a smoke detector function check and/or a courtesy fire prevention survey and furnish a report to the owner or occupant, listing results and recommendations.

Citizens will be made aware of the services offered by the Fire Department via pamphlets and public service media announcements. Appropriate fire safety literature, i.e., "3 keys," etc., should be given to occupants during inspections. Smoke detectors will be provided, if available.

### **3. Multifamily Occupancies, Apartments, Condominiums, Dormitories, Boarding Houses, Hotels, and Motels**

This category is defined as buildings containing three or more living units with independent cooking and bathroom facilities, whether designated as apartment house, tenement, garden apartments, condominium, or by any other name (NFPA 101 30-1.3.2, 2007 Edition.).

The Fire Department shall conduct inspections of these dwelling units and/or their fire safety records on an annual basis. Inspections should be scheduled, well in advance, with the appropriate management representative or maintenance personnel. At this time, the station officer shall present a copy of the Operation Safe Families, Fire & Safety Survey Inspection Form, PGC Form 4052 (1/93) to the owner/agent and complete the Notice of Dwelling Inspection Section which includes the schedule inspection date and time. PGC Form 4052 is to be maintained in the property fire safety log book as their directory of understood code or standards requirements.

#### **Smoke Detector Inspections**

Smoke detector inspections shall be conducted in the following manner:

- Confer with the property owner, manager, or representative at the scheduled inspection time.
- Check the fire safety log records of required annual smoke detector inspections conducted by owner or agent. The records must comply with Subtitle 11, Sections 11-291 and 11-292. Maintenance of the Fire Safety Devices and Equipment, which stipulates that the annual inspection of



smoke detectors is the responsibility of the property owner or agent. If records are incomplete, outdated, or nonexistent, note this on the first notice inspection form, directing that the deficiency be corrected. Further, Fire Department personnel are to conduct a visual and operational inspection of at least 10% of the smoke detectors installed in units on the property, in accordance with the provisions of IV.B.3.

If the records are in good order and show certification of compliance with annual inspection requirements, visual and operational inspections may be deferred for up to two years following the last date of such inspection by the Fire Department.

- Visual/operational smoke detector inspections shall consist of a random check of detectors every two years or annually if management records are not in good order. The following criteria shall be used for re-certification. A minimum test of 10 to 20% of the detectors shall be conducted by Fire Department personnel.

The following criteria shall be used to determine the minimum acceptable pass rate:

Number of Detectors Checked	Required Minimum Pass Rate
1-10	100 %
21-over	95%

- Checks are to be done on a random basis. A different random test group should be checked each year until all detectors are inspected.

When the required minimum pass rate is achieved, the owner or agent shall be directed by Fire Department representative to correct any specific deficiencies found by use of a Fire Department Notice/Correction Order. Replacement of defective detectors is to be completed within 24 hours. In addition, follow-up inspections are to be conducted by Fire Department personnel in a timely fashion. The owner or agent shall be advised of the results of each inspection and informed that the requirement in the current edition of the LSC 30-3.4.4. will be conveyed to the owner/representative where bad or unreliable smoke detectors are noted.

If the required minimum pass rate is not achieved, a correction order/notice is to be issued requiring the owner or agent to test all smoke detectors in the complex or building and to schedule a follow-up (10% spot check) inspection within 30 days. Should the follow-up inspection result in a less than minimum pass rate, the matter will be referred to FI/CE/SH for further enforcement action. (When referrals are deemed necessary, the affected owner or agent shall be informed by the issuer of the correction order that such action is planned.)

Fire Department personnel are to exercise caution when entering apartments to witness smoke detector inspections. They are to be accompanied by authorized agents of the owner/managers (e.g., electrician, maintenance personnel) and all should knock and announce their presence when inspecting.

**Annual Inspections**

The following items shall be inspected annually in multifamily dwellings and as the opportunity presents itself in single-family dwellings:



PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

- Automatic sprinkler systems are to be inspected in both single and multifamily dwelling to ensure the following:
  - Fire Department connections, where applicable, are accessible and in proper working order, free of debris and adequately secured. (The drain must function properly to prevent freezing during cold weather.
  - The water supply is tagged and secure.
  - Sprinkler heads are in place, undamaged, and their operation will not be compromised due to paint, ornaments, etc.
  - All storage should have a minimum clearance of at least 18 inches below the sprinkler head.
  - Flow switch, where required, is wired to the building's internal alarm system.
  - In all multifamily occupancies, nonliving hazardous areas (such as laundry rooms, storage rooms, furnace rooms, workshop areas, etc.) shall be protected by automatic sprinklers or should be free of storage and equipped with an AC hard wired smoke detector, tied to that building's fire alarm, and secured against entry by unauthorized personnel.
- Exits are to be checked to ensure that corridors, stairs, and exit doors are unobstructed and exit doors are properly operating and will allow free passage of occupants to safety without the use of a key, tool, or other such device.
- Fire alarm systems are to be tested by having maintenance personnel briefly activate the system and Fire Department personnel witness their proper operation.
- Standpipes - a visual inspection of the standpipe system should be made. Items such as blind caps, globe valves, etc., should be checked and any deficiencies ordered corrected. The Fire Department connection should have unobstructed access, be adequately secured, and free of debris. (The drain must function properly to prevent freezing during cold weather.)
- Check for serious life safety problems that may exist, such as kerosene heaters, missing fire extinguishers, window bars, etc.

Career station officers shall be responsible for:

- Maintaining a status log on all inspections of multifamily dwellings in the first due area. This shall include: date and time of inspections, data pertaining to deficiencies noted and files maintained, re-inspections when necessary, and smoke detector worksheets.
- Ensuring that inspections are conducted annually. The number of inspections or re-inspections conducted will be part of the station's monthly report.
- Maintaining a log of single-family dwelling inspections in such a manner

**NOTE:** Refer to the Department policy statement on how protection and supervision of these hazardous areas shall be achieved.



that information about a particular residence can be readily retrieved.

- Single-family dwelling inspections are also to be reported monthly.
- Knox Box key security/accountability - on station key rings.

Inspecting personnel shall notify the Public Safety Communication (PSC) 30 minutes prior to conducting alarm system flow tests. In order to avoid liability, Fire Department personnel normally should not actually touch or activate any fire alarm, detection, or suppression system. A representative of the building management or the owner should perform the actual hands on activation necessary to test or demonstrate the proper equipment operation. Fire Department personnel should only witness these tests or accept contractor certification that the appropriate/required inspection, service, testing, or maintenance was performed.

The Prince George's County Fire Safety Law, Subtitle 11, Section 11-291, requires property management to inspect and maintain inspection and service records of the following:

- Fire Pump - operated once every 30 days.
- Fire Alarm - operated once every 30 days
- Standpipe/Sprinkler - flowed once a year
- Fire Extinguishers - services annually, checked monthly

**NOTE:** All dates and contractor certification areas are to be filled in (as they apply to the property being inspected) prior to the final inspection. A guide for understanding the NFPA Fire Code requirements is found in the consolidated version of Inspecting, Testing and Maintenance Manual, which is listed as NFPA 25.

### 3. Battalion Commanders' Responsibilities

Battalion Commanders shall:

- Monitor the program to ensure that the inspection program remains on schedule.
- Assist station supervisors, as necessary, in order to ensure the success of the residential inspection program.
- If necessary, make arrangements on a battalion level to even out the workload by assigning units and/or personnel from other areas to assist stations that have an inordinate amount of inspections required within the first due area. Periodic updates from station officers will be required in order to determine the need for assistance and the most efficient and equitable means to provide it.
- Include the total number of single-family inspections on the battalion monthly report.
- Ensure that an up-to-date master list of all battalion multifamily apartment buildings and projects is maintained. The list shall contain the name of the apartment complex, the total number of individual units, and the address and phone number of the management office.

### REFERENCES

N/A

### FORMS/ATTACHMENTS

Attachment #1 – Smoke Detector Installation Order



PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Attachment #2 – Apartment Complex  
Inspection Report

Attachment #3 – Fire and Life Safety Survey:  
Multifamily Dwellings

Attachment #4 – Guidelines for Inspecting  
Hazardous Areas in Existing Multifamily  
Dwellings

Attachment #5 – Correction Order

Attachment #6 - Apartment Smoke Detector  
Inspection Record

Attachment #7 – Fire and Life Safety Survey:  
Single Family Dwellings

Fire Inspections/Code Enforcement/Special Hazards

SMOKE DETECTOR INSTALLATION ORDER

**RESIDENTIAL BUILDINGS**

Dwelling Address \_\_\_\_\_  
\_\_\_\_\_

Name of Occupant \_\_\_\_\_ Telephone # \_\_\_\_\_

As a result of emergency fire response to your residence, it has been determined that the dwelling is not equipped with an approved smoke detector as required by the Annotated Code of Maryland, Article 38A, Section 12A (b) and Subtitle 11, Fire Safety Law of Prince George's County, Section 11-258.

As the occupant, you are hereby ordered to install a minimum of one approved battery or AC primary electric powered smoke detector in a manner and location approved by the Fire Marshal's office when activated; the detector shall provide an alarm suitable to warn the occupants. The smoke detector shall not be removed or rendered inoperative and shall be maintained by the occupant.

Failure to comply with this Order within 15 days of reoccupying is punishable by a fine of up to \$1,000 and / or type of detector to install, contact:

Signature of Issuer: \_\_\_\_\_ Date: \_\_\_\_\_

This section may be filled out and mailed to the address noted below within 15 days of being occupied.

I certify that a smoke detector has been installed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**PRINCE GEORGE'S COUNTY  
FIRE/EMS DEPARTMENT  
APARTMENT COMPLEX INSPECTION REPORT**

**REPORTING STATION:** \_\_\_\_\_ **REPORT BY:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PRIMARY STREET NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **# OF BLDGS:** \_\_\_\_\_ **# OF UNITS:** \_\_\_\_\_

**MANAGEMENT CONTACT:**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**INSPECTION SUMMARY:**

**DATE INITIAL INSPECTION STARTED:** \_\_\_\_\_

**DATE INITIAL INSPECTION COMPLETED:** \_\_\_\_\_

**DATE FOLLOWUP INSPECTION COMPLETED:** \_\_\_\_\_

**INSPECTED PROPERTY IN COMPLIANCE:** \_\_\_\_\_

**REFERRED TO FIRE PREVENTION OFFICE:** \_\_\_\_\_

**NUMBER OF SMOKE DETECTORS INSPECTED** \_\_\_\_\_

**NUMBER OF DETECTORS PASS** \_\_\_\_\_

**NUMBER DETECTORS FAILED** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Distribution:** White – Retain in Station as Summary of Inspection  
Yellow – Forward to Battalion Coordinator, then to Bureau Coordinator



PRINCE GEORGE'S COUNTY GOVERNMENT
"OPERATION SAFE FAMILIES"

FIRE / EMS DEPARTMENT
FIRE AND SAFETY SURVEY:
EXISTING, MULTIFAMILY OCCUPANCIES

LICENSE NO.: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_ / \_\_\_ / \_\_\_

COMPLEX/NAME: \_\_\_\_\_ OWNER: \_\_\_\_\_

ADDRESS/S: A, \_\_\_\_\_ ..B, \_\_\_\_\_ ..C, \_\_\_\_\_ ..D, \_\_\_\_\_ ..E, \_\_\_\_\_ ..F, \_\_\_\_\_ , \_\_\_\_\_

DATE OF INITIAL INSPECTION: \_\_\_\_\_ \*FOLLOW-UP APPOINTMENT \_\_\_\_\_ FINAL INSPECTION \_\_\_\_\_

NOTE: All residential multifamily occupancies (apartment and condominiums) shall be inspected, on their fire safety log items for "Inspecting, Testing, and Maintenance" of their fire protection systems per Sub-Title 11, as outlined in NFPA 101, 25 and the other codes and standards as are required in the State of Maryland and Prince George's County.

COMPLIANCE
CODES AND STANDARDS YES - NO

- 1. Are the building addresses (6/8 in.) and visible from the approaching street ... Sub-title 11-274.
2. Are the fire lanes marked (painted) signs (7' high) properly spaced ... (< - >) ... 11-277.
3. Where private hydrants exist, was the annual inspection, service, flush test done \_\_\_ / \_\_\_ / \_\_\_ ... 11-275.
4. Were all exit doors and windows operable, "no key" or special knowledge required for opening/operation. ... 11-254.
5. Are all exit signs on, in place, and visible ... 11-254, LSC 101-7.10.
6. When was the fire alarm monthly test last done (date) \_\_\_ / \_\_\_ / \_\_\_ ... 11-291.f.
7. Smoke detectors last tested on (date) \_\_\_ / \_\_\_ / \_\_\_ "was the smoke detector log up to date". ... 11-258.
8. "911" and emergency fire safety instructions posted near the pull station, or five feet from all exits ... 11-257.
9. Are the fire extinguishers hanging up properly (48" ^) full, 75' apart (NFPA-10) charged last \_\_\_ / \_\_\_ / \_\_\_ . . LSC 9.7.4.1.
10. Are the draft stops/separation walls in good condition between buildings ... 11-161a1.
11. Are all balconies free of storage . . . exception, only lawn furniture. ... 11-254.d&e.
12. Are the access walkways open to emergency crews ... 11-161.a.3.
13. Were the apartment building corridors protected by automatic sprinklers. ... LSC 101-31.3.52.
14. Trash containers inside shall be supervised by fire sprinkler, outside covered, or 30' away ... 11-161.a.
15. Is the laundry room, boiler room doors closed, clean, supervised by fire sprinkler alarm ... LSC 101-31.32.1 & 11-161.a1.
16. Is, storage room locked, supervised by fire sprinkler (or smoke detector and 100% empty) ... 11-161a1, LSC 101-31.3.2.1.
17. Are outside cooking grills . . . stationary 30' from the building ... 11-269.
[ ] "HIGH RISE" CONSIDERATIONS, OR WHERE HEIGHT AND AREA REQUIRE THESE SPECIAL FEATURES-LIFE SAFETY CODE. . . 101 31.41.
18. Is the fire department connection. "OK" for winter, visible, unobstructed and capped ... 11-273.
19. Is the annunciator panel "on" operational test last done \_\_\_ / \_\_\_ / \_\_\_ by who \_\_\_\_\_ . . 11-292.
20. Are the standpipe outlets in the hallways \_\_\_\_\_, stair towers \_\_\_\_\_ and are the floor numbers marked. ... 11-292.
21. It is 100% fire sprinklered throughout, supervised, . . . Serviced By \_\_\_\_\_, \_\_\_ / \_\_\_ / \_\_\_ LSC 101-31.3.5.6.
22. All . . . doors opening onto or into the corridors are self closing and latching ... LSC 101-7.2.1.
23. The emergency generator monthly, test last done (date) \_\_\_ / \_\_\_ / \_\_\_ fuel \_\_\_\_\_ level \_\_\_\_\_ . . . 11-291,292.h.
24. The emergency lighting was operational, last test conducted by \_\_\_\_\_, \_\_\_ / \_\_\_ / \_\_\_ . 11-292.a.
25. The fire pump was monthly cycled and the annual inspection was last done on \_\_\_ / \_\_\_ / \_\_\_ . . . 11-291.e.
26. All smoke barriers are operational/releasable by the building alarm system ... LSC 101-31.3.7 & 11-291.e.
27. The smoke control systems is operational . . . last annual inspection date \_\_\_ / \_\_\_ / \_\_\_ . . . LSC 101-31.2.11.
28. The elevators . . (lobby car door key) and the fireman service keys worked ... LSC 101-7.2.13.9.
29. Is a Knox Box System on record \_\_\_\_\_, key kept with the fire station key ring. ... G.O.,2-4.
30. The other outstanding issues were corrected since our last visit. ... 11-160.

NOTICE: [ ] FIRST, [ ] SECOND, [ ] THIRD + ALSO ISSUED A STANDARD CORRECTION ORDER; SENDING ALL YELLOW COPIES TO THE BUREAU OF FIRE PREVENTION.

Owner must act immediately, to correct the listed issues, prior to the scheduled follow-up appointment\*. Whenever a bad or unreliable battery operated smoke detector is replaced, it shall be connected to the home/building electrical system 101-9.6.2.10 31.

Table with 31 columns (1-31) and 6 rows (A-F) for tracking issues to correct.

DISTRIBUTION: WHITE - PROPERTY REPRESENTATIVE • YELLOW - BUREAU OF FIRE PREVENTION / LICENSING • PINK - FIRE STATION, PHONE NO.:

#### **Sec. 11-293. Appeals.**

(a) Persons aggrieved by any notice or order issued by a fire official to correct any violation of this Division may appeal within the abatement period, but not later than ten (10) days from such notice or order, to the County Board of Appeals. Such appeal shall not stay execution of the notice or order more than ten (10) days from the filing of the appeal or the date of abatement, whichever is later, unless the Board of Appeals shall grant further stay upon application of the person filing the appeal. No stay of execution shall be permitted for any notice or order issued pursuant to this Division that requires immediate compliance unless a court of competent jurisdiction shall order such stay of execution.

#### **Sec. 11-294. Variances.**

(a) Upon application in writing, the Fire Chief or his authorized representative is authorized and empowered, when there are practical difficulties or circumstances of undue hardship involved in the implementation and enforcement of the provisions of this Division, to make such interpretative decisions and qualifications as shall insure substantial compliance with its terms and avoid the imposition of undue hardship provided that spirit of this Division shall be observed, public safety secured and substantial justice done. The particulars of such variances, when granted or allowed, and the decision of the Fire Chief thereon, shall be entered upon the records of the Bureau of Fire Prevention and a signed copy shall be furnished the applicant.

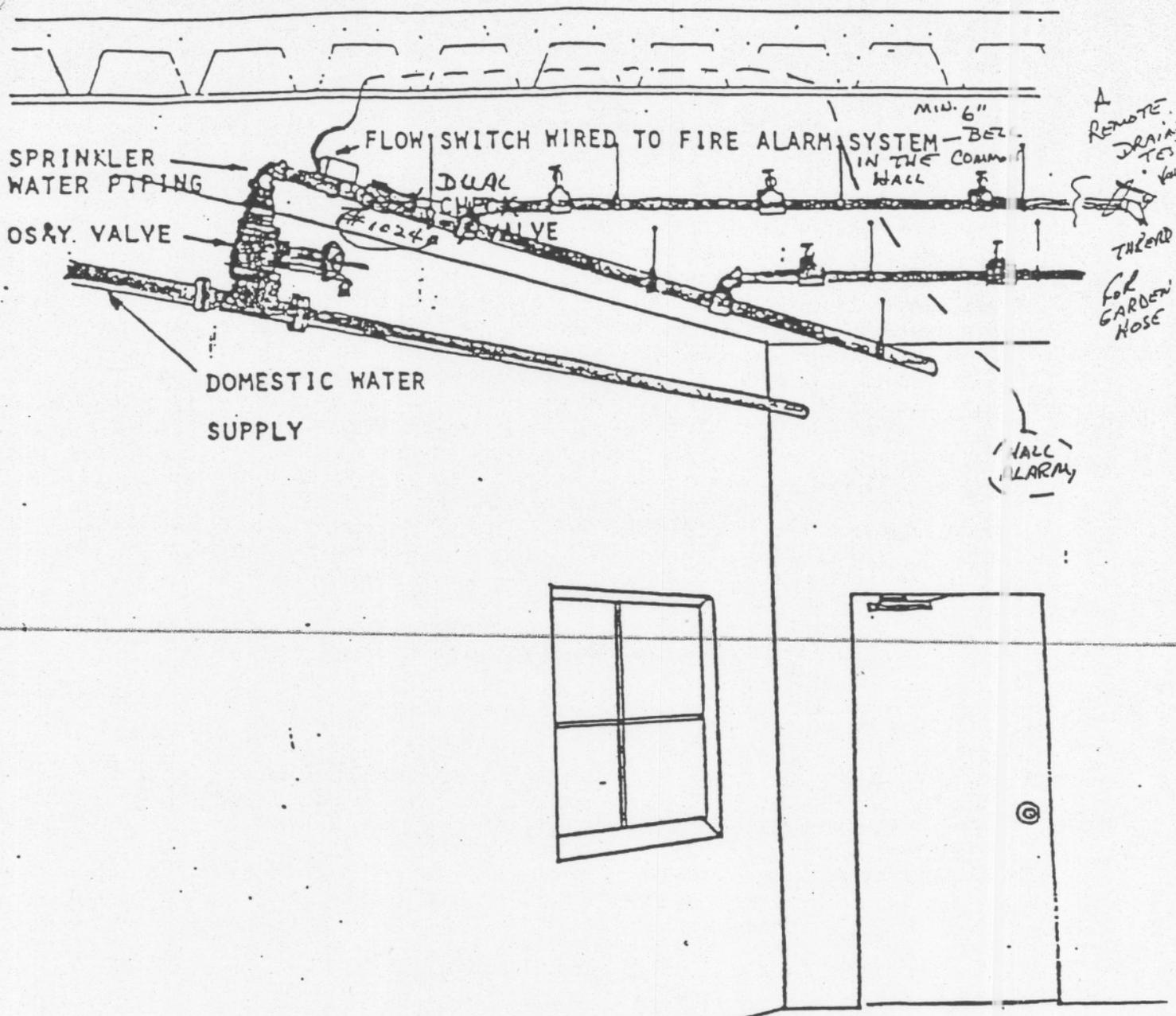
# PRINCE GEORGE'S COUNTY GOVERNMENT

## Guidelines for Inspecting HAZARDOUS AREAS, IN: Existing MultiFamily Dwellings

### Visual Inspection:

- (1) Visually determine that all laundry rooms, storage rooms, trash rooms, boiler room, utility rooms and maintenance workshop areas are provided with a functioning fire sprinkler system (Subtitle 11-161a1 "1975" and LSC-19,3.2) as described in the 1991 Life Safety Code, section 7.1.2.
- (2) Locate all water control valves serving the fire sprinkler system(s) and determine that they are secured/locked in the open position. This observation of an indicating valve would have the stem fully extended out of the O.S.&Y. valve, or the control arm of the quarter turn ball valve is in line with the piping.
- (3) Verify the existence of a flow switch for the alarm signal as described in LSC-7,6.2.6, or if the supervision is provided by a complete Smoke Detection system as described in LSC-7,6.2.8.
- (4) A double check valve, backflow device (an ASSE # 1024) is required on all fire sprinkler system connections to potable water systems as per the W.S.S.C. regulations (404.2.2). This work is done on a permit drawn from the Main W.S.S.C. building, on Sweitzer Lane in Laurel.  
note: If a system design is to be submitted for a permit it requires the approval of the inspections supervisor for that area first. Refer them to your area inspector by contacting him on 772-9115 at the Fire Services Building.
- (5) The piping of the system is done on what is referred to as a pipe schedule design, for ordinary hazard systems. This is shown in table 8-3.2(a), of attachment A. At the remote end point in the system a spicket drain is installed so that when the draining or monthly alarm test is conducted the water can be directed into a drain or a suitable container. This handle is usually secured with a plastic pull tie.
- (6) Where the sprinkler system connection is to be made generally an increaser/decreaser will be used to accommodate the connection as close as possible to where the water enters the building.
- (7) The Sprinklers that are required in this application are to be of the Residential Fire Sprinkler listing and preferably the glass bulb type with a 155 degree rating (red fluid) NFPA SPRINKLER HANDBOOK p 574.
- (8) When (Annually) inspecting an existing system, have the property representative flow water through the drain while someone listens in the hallway for the alarm to sound. Then walk the system to ensure that all heads are in and not obstructed, supports are attached, and the main valve is secured in the open position. A test of each smoke detector present in the common areas or hazardous areas is done to sound the alarm in the hallway as well (subtitle 11-291 & 292).
- (9) All failures are to be noted on a correction order referring to the references in items (1) thru (8) of this "visual inspection" policy.

note: The updating of reference numbers may become necessary to maintain the intent of the A. S. protection requirement.



PARTIAL  
 WET PIPE AUTOMATIC SPRINKLER SYSTEM  
 ACCORDING TO PIPE SCHEDULE DESIGN  
 AND ACCORDING TO NFPA 101-7, 7.1.2



Sec. 11-114 Criminal penalty for violation.

(a) A violation of any provision of this Subtitle shall constitute a misdemeanor and any person, upon conviction thereof, shall be fined not less than \$100 and not more than \$1,000, or sentenced to not more than six (6) months in jail, or both. Each day that such violation continues shall be deemed a separate offense. (CB-107-1979)

ALTERNATIVE PROTECTIVE MEASURES = FIRE WATCH/GUARD/S established in a manner which provides prompt on-site notification of fire and life safety emergency messages to all occupants of the building. A building or structure. The FIRE WATCH/GUARD/S shall make tours of the area and re-contact the Fire/Rescue Communications Center staff on an hourly basis once the FIRE WATCH is established. This FIRE WATCH will continue until the out-of-service condition is corrected and all systems are restored to working order and the occupants are notified that their protective systems are restored to working order. At that time a final telephone notification to the Fire/Rescue Communications Center shall be made to terminate the FIRE WATCH, after providing their name, and the address of the FIRE WATCH being terminated. (NFPA - 601) (11-292,a.b.)

Sec. 11-293. Appeals.

(a) Persons aggrieved by any notice or order issued by a fire official to correct any violation of this Division may appeal within the abatement period, but not later than ten (10) days from such notice or order, to the County Board of Appeals. Such appeal shall not stay execution of the notice or order more than ten (10) days from the filing of the appeal or the date of abatement, whichever is later unless the Board of Appeals shall grant further stay upon application of the person filing the appeal. No stay of execution shall be permitted for any notice or order issued pursuant to this Division that requires immediate compliance unless a court of competent jurisdiction shall order such stay of execution. (CB-107-1979)

Sec. 11-294. Variances.

(a) Upon application in writing, the Fire Chief or his authorized representative is authorized and empowered, when there are practical difficulties or circumstances of undue hardship involved in the implementation and enforcement of the provisions of this Division, to make such interpretative decisions and qualifications as shall insure substantial compliance with its terms and avoid the imposition of undue hardship provided that the spirit of this Division shall be observed, public safety secured and substantial justice done. The particulars of such variances, when granted or allowed, and the decision of the Fire Chief thereon, shall be entered upon the records of the Bureau of Fire Prevention and a signed copy shall be furnished the applicant. (CB-107-1979)





**PRINCE GEORGE'S COUNTY GOVERNMENT**  
**"OPERATION SAFE FAMILIES"**

**FIRE DEPARTMENT**

**FIRE AND LIFE SAFETY SURVEY:**  
**EXISTING SINGLE FAMILY DWELLINGS**

DATE OF APPOINTMENT: \_\_\_\_\_ TIME: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

OWNER/OCCUPANT: \_\_\_\_\_ TELEPHONE NUMBERS (H) - \_\_\_\_\_ (W) - \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ STATION: \_\_\_\_\_ REQUESTED SERVICE: \_\_\_\_\_

**NOTE:** One and two family dwellings include buildings containing not more than two dwelling units in which each living unit is occupied by members of a single family with no more than three outsiders, if any, accommodated in rented rooms. One to two units are permissible when properly separated similar to duplexes, townhouses, etc., providing separate exits (Min. = 2 EA.).

**FAMILY FIRE SAFETY ITEMS:** \_\_\_\_\_ **IN COMPLIANCE WITH CODES AND STANDARDS:** \_\_\_\_\_ **YES NO**

**STRUCTURE AND FURNISHINGS:**

1. Are the house numbers clearly displayed and visible from the front street (additional script numbers permissible) \_\_\_\_\_
2. Is the yard free of obstacles which may impede or block the emergency services provider ..... Sub-title 11-2 4a. \_\_\_\_\_
3. Is the road access to this home suitable, for Fire Department vehicles (14'overhead & 20'wide) ..... S.11-76. \_\_\_\_\_
4. Do exit doors and windows operate properly, and without the need of special tools or keys from inside LSC 21-2.4.6 \_\_\_\_\_
5. Are electric smoke detectors located on each level of the dwelling/home ..... (new homes after 1987) ... \_\_\_\_\_
6. Do all smoke detectors located near/in sleeping areas work properly ..... Life Safety Code 21-3.3 & S.11-58. \_\_\_\_\_
7. Where provided, is the fire sprinkler system on, tagged, and are all of the heads in good condition ... S.11-92. \_\_\_\_\_
8. Are the occupants aware of the "911" fire/emergency services phone number and is it posted at the phone S.11-103. \_\_\_\_\_
9. Do kitchen appliances appear to be operating properly, stable and in a good location ..... S.11-11a. \_\_\_\_\_
10. Are stove/cooking vents clear, free of excessive buildup, and not in contact with loose combustible objects " \_\_\_\_\_
11. Does the occupant have an ABC fire extinguisher (5 or 10 lb.) available (NFPA - 10) ... (not a requirement) .... \_\_\_\_\_
12. Is the area around the heater and/or the furnace clear of combustibles, and working properly ..... S.11-11a. \_\_\_\_\_
13. Are space heaters kept clear of combustibles; and are they being used according to their listing ..... S-11-11a. \_\_\_\_\_
14. Are electric panels cool to the touch, electric outlets safely loaded, and are extension cords properly used ' \_\_\_\_\_

Where more than one residence is attached, does the wall finish display integrity and separation to the neighbor. \_\_\_\_\_  
**NOTE:** Occupant must act immediately to correct the listed issues, prior to the scheduled followup appointment ( / / ).  
 Whenever an unreliable smoke detector is replaced it is recommended that it be connected to the building's electrical system.

**QUESTIONS ON FAMILY FIRE SAFETY HABITS:**

**FIRE SAFETY PLANS AND HABITS:**

- o Do you have a family fire escape plan and have all family members practiced/reviewed it recently...?
- o Have the smoke detectors been tested regularly using the test button [ ] weekly [ ] monthly [ ] \_\_\_\_\_ ?
- o Have you been made aware of your fire sprinkler system control valve, and the need for inspecting it every 5 years ?
- o Are family members prohibited from smoking in bed and where ash trays are not available ?
- o If smoking is permitted in the home, do you check before going to bed to see that all smoking areas are free from hazard ?
- o Where chimneys exist, have they been considered as a possible hazard, and if so are they cleaned each heating season ?
- o If small quantities of flammable/combustible liquids are stored in the home (1 gal.max.) are vapors sealed in containers ?

**NOTE:** We recommend that all hazardous/flamable/combustible solvents and materials be stored outside of the dwelling !  
 o Are children schooled on the dangers of fire, and are lighters/matches secured and out of the reach of your children ?  
**NOTE:** We provide in house counseling, for anyone requesting assistance, for someone who has often played with fire....!  
 The referral contact phone number for assistance with this problem is 301-772-9115 or 982-7965 after regular hours.

\* Do you yourself have any questions/concerns that haven't been addressed so far ?  
 If you think of something later please call us, our station non-emergency phone number is \_\_\_\_\_, when we are in house.

\* PUBLIC COMMENTS:

**THANK YOU FOR YOUR PARTICIPATION IN "OPERATION SAFE FAMILIES"**

*John C. [Signature]*  
 FIRE CHIEF / I.S. "JIM" ESTEP

**PRINCE GEORGE'S COUNTY FIRE DEPARTMENT**  
**BUREAU OF FIRE / RESCUE OPERATIONS**  
 6820 WEBSTER STREET, RM. 120  
 LANDOVER HILLS, MARYLAND 20784

**DISTRIBUTION:**  
 WHITE: OWNER/OCCUPANT  
 YELLOW: EFF IF REFERRAL  
 PINK: STATION FILE

OWNER'S REPRESENTATIVE: \_\_\_\_\_