

Company Officer-Inspector Live Inspection Evaluation Form

Student Name _____

Prepare and complete an inspections report on a type __ occupancy

Condition: Given a type __ occupancy, observations from field inspection,

Materials: Inspectors pocket guide, inspection form

Competence:

- Student follows instructions – completing all tasks as outlined in the course and as directed by the instructor just prior to and during the live inspection
- Student demonstrates professionalism and good communication skills, using appropriate verbal and nonverbal communication and is polite, clear and concise
- Student properly introduces themselves to the building owner/manager
- Student communicates the importance of the inspections and the benefits to the owner
- Identifies the correct building address
- Completes a 360 of the building, noting entrances and egress points, utilities and their locations, access points, correct address.
- Student notes any and all fire code violations.
- Inspection of electrical equipment and electrical panel
- Inspection of utility room and equipment
- Inspection of all exits and exit signage/lighting and exit ways (corridors, stairways)
- Inspection of kitchen hood system(s) date last serviced (as applicable*)
- Inspection of fire alarm and sprinkler system, date last serviced (as applicable*)
- Notes any hazardous materials (as applicable*)
- Student documents all findings using an inspection form, including appropriate Fire Code reference using the inspect pocket guide.
- Student uses correct spelling and grammar
- Student identifies correct Fire Code reference
- Student reviews inspection report with building owner/manager,

- Student reviews inspection report with building owner/manager, pointing out the positive items found regarding the building
- Student reviews fire code violations with the building owner/manager and explains the reasoning of the violation
- Student offers possible corrective action solutions to the violations
- Student signs and dates the inspection report and obtains a signature of the building owner/manager stating that their signature is only a verification that the inspection has been done and that possible violations have been explained to them
- Student demonstrates accuracy in the following: identifying compliance, identifying violations, providing suggestions on how to correct violations
- Student thanks the owner/manager for their cooperation and schedules a follow up inspection if needed

*items marked with asterisk do not count in the total score.

____ **Pass**

Instructor signature_____

____ **Fail**

Date_____