



STATE OF CONNECTICUT
Department of Administrative Services
Division of Construction Services
Office of the State Fire Marshal

Policy Directive: #3, Addendum #1

Replaces: Directive #3, Addendum #1 dated 11/85, 7/01

Administered by: OSFM

Date: June 1, 2019

Duration: Until Revised

Authority: State Fire Marshal

Subject: ABATEMENT PROCEDURES – Inspection Report Form

Purpose:

To provide a standardized format for the documentation of violations relative to fire and/or life safety hazards that are found to exist at a specific address.

Discussion:

This office has taken steps to standardize the information required for abatement proceedings and/or enforcement actions for non-compliance with the statutes relating to fire prevention or fire safety, or any regulation made pursuant thereto as outlined in Policy Directive #3, dated June 1, 2019.

The Inspection Report is a component of this standardization and is intended to provide uniformity that presently may not exist due to the wide ranging differences in inspection report forms in use throughout the various jurisdictions.

The use of this information is required and its purpose is for the identification of actual violations only. Its usage does not prevent the existing practice of the issuing non-violation recommendations made in the interest of life safety, so long as this is accomplished via a means other than the Inspection Report.

Procedure:

Initial Inspection: An inspection report will be completed for the first inspection of each calendar year.

Subsequent Inspections: A separate form may be used for each follow-up inspection, or a copy of the initial report may be used to note the progress or lack thereof relative to corrective action. This is accomplished by using the “Date Violation Corrected” and “Comments” sections of the form.



Form Fields are as Follows:

Case No. – Self-explanatory (for municipal use as a tracking guide)

Inspection Date – Initial Inspection – Use the appropriate date. If using a copy of the initial report for follow-up purposes, note the date the follow-up was conducted in the comment section next to the appropriate violation.

Owner/Occupant – List the person having legal responsibility for correcting the violations.

Address – Self-Explanatory

Violations – Sequentially numbered

Referenced Code Section – e.g. CT State Fire Safety Code, CT State Fire Prevention Code, etc.

Violation Location – e.g. Gap at the threshold of door measures 2 inches – must be no more than $\frac{3}{4}$ inch, the outdoor fuel oil storage tank is 23” from the building where a 5’ minimum distance is required.

Specific Time for Compliance – To be used for those violations that necessitate correction before the thirty (30) day period given on the notice. E.g. Exit storage, smoke dampers, etc.

Date Violation Corrected – Use for re-inspection.

Comments – At time of re-inspection, note progress or indicate is an extension of time or modification has been granted.

Inspected by – Self-explanatory

Approved by – Self-explanatory

Building Information – Self-explanatory