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DEPART

BUILDING/FIRE SAI

CHELAN COUNTY

4 1 1 W A S H I N G T O N S T R E E T

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FIRE AND LIFE SAFETY INSPECTION PROGRAM

APPROVED
CHELAN COUNTY COMMISSIONERS

[Signature]

7-11-2000 CHAIRMAN

DATE

BACKGROUND

Fire in the United States is a recurring nightmare of death, injury, and destruction. We fight these problems not only through direct fire suppression, but also through a variety of fire prevention programs. By far the largest of these is fire code administration and enforcement.

A study funded by the U.S. Fire Administration indicated that fire frequency rates appeared to be substantially lower in cities that annually inspected all or nearly all buildings. Cities in which a substantial share of buildings went several years between inspections, or were not regularly inspected, tended to have higher fire frequency rates. Among cities that did not inspect most buildings annually, the rate of fire was one-third to one-half higher than cities that inspected most buildings annually.

In apartments or public buildings, most casualties occur in ones and twos and could have been prevented only by preventing the fire itself. (Of 124 injuries and 12 deaths analyzed, only seven injuries and no deaths involved preventable circumstances separated from the conditions or actions that caused the fire.) A separate analysis of incidents involving ten or more civilian deaths, however, showed that most of these incidents involved preventable circumstances separate from those that caused the fire.

Deficiencies in building features and the absence of automatic fire protection equipment were factors in most of the 48 incidents involving ten or more civilian deaths in public buildings.

These findings suggested that annual fire code inspections should be conducted on all buildings covered by fire code.

Inherent in the hazards of fire and explosion is the danger to life. Therefore, the elimination or reduction of these hazards and an improvement in fire defenses directly affects safety to life.

OBJECTIVES

To promote for the safeguarding, to a reasonable degree, of life and property from the hazards of fire, explosion, and dangerous conditions arising from the storage, handling and use of hazardous materials and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises and provisions to assist emergency response personnel.

To perform Fire and Life Safety Inspection of all Businesses within the unincorporated areas of Chelan County and to provide public service agencies hazardous information that may exist.

To assist all the Fire Districts and communities within Chelan County to obtain the best Washington State Survey and Rating grade so as to reduce the costs of insurance for their homes and businesses.

To provide all the necessary fire prevention education to homeowners, business owners and the children in our schools and daycares.

BENEFITS

As with the rating the Building Department received from the Washington Survey and Rating Bureau, a grading schedule for municipal fire protection was developed by the Insurance Services Office and also administered by Washington Surveying and Rating Bureau and is a means of classifying municipalities with reference to their fire defenses and physical conditions. The word "municipality" is used in a broad sense to include cities, towns, villages, or other municipal organizations. The insurance classification developed under the rating schedule is only one of several elements used in the development of fire insurance rates.

Water Supply, Fire Department, Fire Service Communications and Fire Safety Control are the four (4) grading features of the grading schedule for municipal fire protection.

Of the four grading features, Fire Safety Control is the second highest percentage at 13%, with Water Supply and Fire Department carrying the greater percentages at 39% each.

Broken down, Fire Safety Control contains three detailed categories, Fire Inspection and Conditions, Supplemental Fire Prevention Activities and Building Code Enforcement. Each is part of the overall grading schedule.

From a study of pertinent conditions and performance records extending over many years, certain standards have been developed; these are set forth in a Schedule, and the various features of fire defense in the municipality under consideration are compared with them. For each deviation from these standards, deficiency points are assigned, the number depending upon the importance of the item and the degree of deviation. The ability of the municipality to control hazards by means of appropriate laws and their enforcement is graded in the same way. The total number of deficiency points charged against the municipality determines its relative classification.

Fire Inspections and Conditions, the first item of consideration indicates that fire inspections should be made by personnel having knowledge of special hazards and be made as frequently as may be necessary for the proper enforcement of fire prevention regulations. In general, this will require inspections of the more hazardous occupancies at least 4 times a year. Proper records of permits (licenses if required by local regulation), inspections, violations and their correction, and all other important matters shall be kept.

Supplemental Fire Prevention Activities consists of Public Fire Education, Inspection of Places of Severe Life Hazard and Confidence Testing. The fire authority shall establish an inspection procedure for correction of: obstructions to exits which interfere with emergency egress or with fire department operation; inadequate or defective automatic or other fire alarm apparatus or fire extinguishing equipment; or conditions in buildings or other structures which create a severe life hazard potential. The fire prevention program should also include the inspection of dwellings on a voluntary basis and the continuous education of the public. Proper records of permits, inspections, violations, and their correction, and all other important matters shall also be kept.

Finally, Building Code Enforcement consists of generally that which has already been completed and could comparably be included.

As with the evaluation previously performed on the Building Department by the Rating Bureau, the percent of deficiency for Fire Safety Control is based on a combination of inspection frequency and inspector qualifications. Refer to matrix on the following pages.

Providing all of this plays a part in assisting home owners within Chelan County in obtaining the best rating possible so as to reduce their cost in business and home owner insurance rates.

SOLUTION

In 1993 an attempt was made to develop a program that would fulfil these requirements and it has worked very well. It began with building surveys in order to locate all commercial occupancies in Chelan County. Not having a complete list, I contacted the Washington State Department of Revenue and they provided me, for use as a fire prevention tool only, a computerized floppy disk with all licensed businesses within the unincorporated areas of Chelan County.

Of the fire districts within Chelan County that I am currently doing inspections, 73% are all volunteer and accomplishing this task by them to better their rating is virtually impossible. For the remaining districts, I provide two (2) of them with monthly printed forms of the businesses that are in need of an inspection. For the other district, I do the inspections in the unincorporated areas of their jurisdictional boundaries.

As of this date approximately 500 businesses have been recorded. Annually, a Certificate of Occupancy application and a self-inspection survey is sent to all of these businesses. After completion, a Certificate is then sent and is good for one year.

Each business is assigned a permit number and a file has been generated by fire district number and copies of all correspondence are retained for future evaluation.

Incorporated in the information requested is the "In Case of Emergency" phone contacts. This information will be provided to local fire districts and 911 staff so that in the event of an emergency at a particular location, key people can be contacted in order to notify them of that emergency.

And finally, this is a valuable way of personally contacting each one of these businesses in order to provide them with Fire Prevention materials (obtained from the National Fire Protection Association) on the prevention of fire and handling other types of home and business emergencies.

Upon the mailing of the Certificate, each business get their own personal fire prevention pamphlet, and each daycare receives packets for all the children within that facility, for example: a litter bag with pencils, stickers, pin, coloring books and the appropriate child National Fire Prevention Pamphlet.

With the approval of this Fire Prevention Program by Chelan County Commissioners, this department will be able to accomplish several objectives:

- To comply with all related codes as adopted
 - Monitor the change of use or occupancy classification of each business located in the unincorporated areas of Chelan County
 - Provide a quality and thorough Fire and Life Safety Inspection of business located in the unincorporated areas of Chelan County
 - Provide business and building owners with current Fire Prevention and Fire Safety technology
 - Teach our future citizens of Chelan County (our young children) the importance of Fire Safety
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INSPECTOR	NON-CERTIFIED INSPECTOR	NON-CERTIFIED +5 YEARS EXP	CERTIFIED FIRE INSPECTOR
No Inspections	100%	100%	100%
One Inspection @ 3 Years	80	75	70
One Inspection @ 2 Years	70	65	60
One Inspection @ 2 Years & Annual H Occ	60	55	50
Annual Inspection	50	45	40
Annual Inspection + H Occ Semi-Annual	40	35	30
Annual Inspection + H Occ Quarterly	30	25	20
Semi-Annual Inspections	20	15	10
Semi-Annual Inspections + H Occ Quarterly	10	5	0
Semi-Annual Inspection + H Occ Bimonthly	5	0	0

Notes:

Note 1. This matrix is a guideline only. Engineering judgment may influence the given percentages based on degree of enforcement.

Note 2. A certified fire inspector is an individual who has passed the Uniform Fire Code certification test. The inspector should remain proficient with outside classes and follow-up UFC examinations.

Note 3. H Occ are hazardous occupancies as defined in the Uniform Fire Code.

Note 4. In order to receive full credit for any fire inspection program, a five year experience record is required. Programs of less than 5 years will be prorated accordingly.

B. Inspection of Places of Severe Life Hazard

This item has been increased to 30% (30 points) of the total and is evaluated as follows.

INSPECTOR	NON-CERTIFIED INSPECTOR	NON-CERTIFIED + 5 YEARS EXP	CERTIFIED FIRE INSPECTOR
No Inspections	100%	100%	100%
Annual Inspections	60	55	50
Semi-Annual Inspections	30	20	10
Quarterly Inspections	10	5	0

Notes:

- Note 1. This matrix is a guideline only. Engineering judgment may influence the given percentages based on degree of enforcement.
- Note 2. A certified fire inspector is an individual who has passed the Uniform Fire Code certification test. The inspector should remain proficient with outside classes and follow-up UFC examinations.
- Note 3. Severe life hazard occupancies are Groups A, E, I and R-1 as defined in the Uniform Fire Code.
- Note 4. In order to receive full credit for any fire inspection program, a five year experience record is required. Programs of less than 5 years will be prorated accordingly.

DEPARTMENT OF
BUILDING/FIRE SAFETY AND PLANNING
FIRE MARSHAL'S OFFICE
411 WASHINGTON STREET
WENATCHEE, WA 98801
(509) 664-5221

FIRE INSPECTIONS

RCW 19.27 requires each county to enforce the Uniform Fire Code. Section 103.3.1 of the Uniform Fire Code and hereby amended by Chelan County Code Section 3.04.010 requires that there shall be a Fire and Life Safety Inspection performed annually or as often as deemed necessary by the Fire Marshal for all buildings or structures occupied by the public or; more specifically, occupancies contained in groups A, B, E, F, H, I, LC, M, R, S and U-1 (designations shown in the Certificate of Occupancy)

The purpose of the annual fire inspection is to renew the certificate of occupancy issued by the county, but more importantly, to ensure that the fire protective elements required at the time of construction are maintained and that any changes in the use or occupancy complies with the code.

The inspections are conducted within two months prior to the expiration date of the certificate of occupancy. These inspections may be unannounced so that the Fire Marshal can see the actual work environment or by providing the occupancy with a self-inspection form. Once the site inspection is completed, the inspector will inform you verbally of any required corrections, and will follow-up with a written report which will describe any violation and corrective actions required, if necessary. A re-inspection will be conducted within 30 days and, upon compliance, a new certificate of occupancy will be issued. If determined by the Fire Marshal the occupancy is entitled to do a self-inspection, the certificate of occupancy will be issued upon receipt of the completed application and self-inspection forms. Fees for the inspection and renewal of the certificate of occupancy are assessed pursuant to Chelan County Code, Section 3.24.010.

While each occupancy is unique, and requirements are based upon the type of construction and use, the following is a partial list of elements that are reviewed during the inspection and of common violations. If you have any questions or concerns, please contact our office and request to speak to the Fire Marshal.

- **Exiting** - Review maintenance of required exits, making sure that exits are not locked or obstructed. Ensure all required fire assemblies (fire doors and door hardware) are not blocked, wedged or otherwise restrained in the open position in exit corridors. Ensure that exit corridors are not obstructed by storage and that

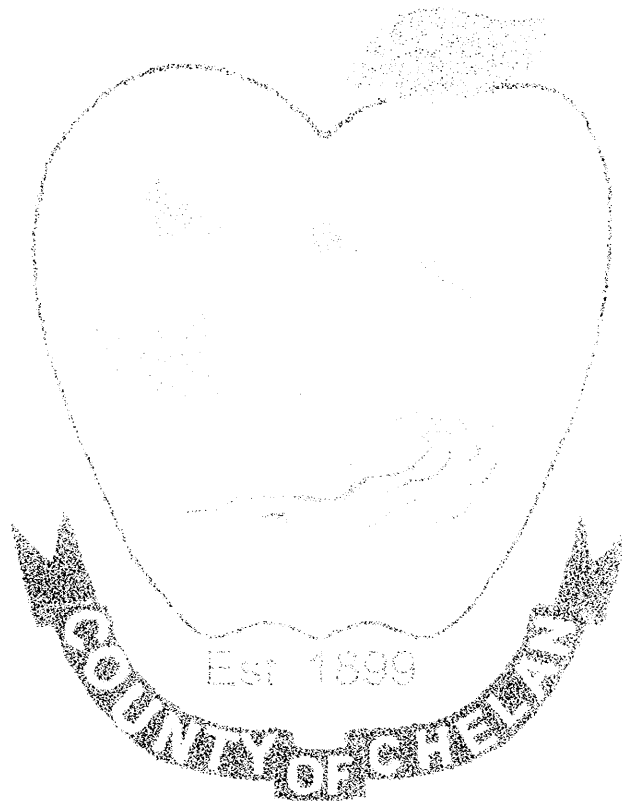
illuminated exit signs with battery back-up lighting are operable and maintained. Secondary locking devices (i.e. dead-bolts) cannot be installed unless approved by the Fire Marshal or his delegate. Generally, exit doors should swing out.

- **Fire Extinguishers** - Fire extinguisher locations must meet the provisions of Uniform Fire Code Standard 10-1. Ensure that fire extinguisher pressure gauge is in the green and that tamper seal and pin are intact. Dry chemical extinguishers require a monthly visual check and need to be shaken up periodically to ensure that the powder doesn't compact. Every six years the powder needs to be changed, and a cylinder needs to be pressure tested every 12 years. The minimum size required for most occupancies is a 5 lb. ABC, 2A-10B:C rated unit. The extinguisher needs to be visible and accessible and mounted by either hook or bracket no higher than 54" from the floor. Typically the extinguishers are best located near the exit(s).
 - **Electrical** - A check of the electrical panel is made to be sure that there is access to the panel (minimum 30") and all circuit breaker switches are labeled. The use of extension cords is checked to ensure that the cords are used with portable appliances only, and are not spliced and are in good condition and not subjected to environmental damage or impact. Extension cords are not permitted to be used as a substitute for permanent wiring and shall not extend through walls, ceilings or under doorways. The use of power strips is allowed provided that they are plugged directly into an outlet. All electrical outlets, switches and junction boxes must have covers.
 - **Separations** - Some occupancies or buildings require an area or occupancy separation (fire wall). These are checked to be sure that any penetrations are repaired and that required fire assemblies are maintained.
 - **Flammable and Combustible Liquids** - Ten (10) gallons of flammable and combustible liquids are allowed unprotected in most occupancies. Liquids exceeding this amount must be protected and stored in a flammable liquid storage cabinet or a flammable liquid storage room. Call for more specific information.
 - **Housekeeping** - Ensure that accumulations of combustibles are kept within reasonable limits and that the storage of combustibles does not impede exiting. Storage must be in a neat and orderly manner. Accumulations of combustible trash, especially cardboard, must be kept a minimum of 10' from the structure if stored outside.
 - **Hood and Duct Systems** - Hood and duct systems must be cleaned at frequent intervals (at least every 6 months and more frequently, if necessary), and hood and duct fire extinguishing systems must be serviced annually.
 - **Sprinkler Systems** - Sprinkler systems must be maintained. The sprinkler riser and valves must be kept accessible at all times and not blocked by storage. Fire department connections must be maintained with caps intact. The system shall be serviced at regular intervals as stipulated by Uniform Building Code Standard 9-1 and 9-2.
 - **Fire Alarm Systems** - Fire alarm systems must be maintained under the provisions of the Uniform Fire Code Article 1007 and Uniform Fire Code
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Standard 10-2 and 10-3. Each pull station, detector and panel must be inspected. All fire alarm system reports of servicing and repair must be posted near the fire alarm panel and made available to the inspector.

- **Stairs** - Stairs are inspected to ensure that there are proper hand and guardrails. Both interior and exterior stairs must be maintained. Storage of any kind is not permitted under exit stairs.

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:
FIRE MARSHAL'S OFFICE (509) 664-5221**



LETTERS AND FORMS

General Type of Businesses

INITIAL CONTACT OF THE NEW BUSINESS

- Introductory Letter (initial business contact)
- Inspection form (3 page NCR)
- Certificate of Occupancy Application
- Self-inspection form
- Certificate (upon satisfactory completion)

FOLLOW-UP INSPECTION

- Introductory Letter (different than initial)
 - Inspection form (3 page NCR)
 - Certificate of Occupancy Application
 - Self-inspection form
 - Certificate (upon satisfactory completion)
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LETTERS AND FORMS

Transient Accommodation

HOTELS, MOTELS AND BED AND BREAKFASTS

INITIAL CONTACT OF THE NEW BUSINESS

- Introductory Letter (initial business contact)
- Inspection form (3 page NCR)
- Certificate of Occupancy Application
- Self-inspection form
- Certificate (upon satisfactory completion)

FOLLOW-UP INSPECTION

- Introductory Letter (different than initial)
 - Inspection form (3 page NCR)
 - Certificate of Occupancy Application
 - Self-inspection form
 - Certificate (upon satisfactory completion)
-

LETTERS AND FORMS

Daycare (English version)

INITIAL CONTACT OF THE NEW BUSINESS

- Introductory Letter
- Inspection form (3 page NCR)
- Certificate of Occupancy Application
- Self-inspection form
- Certificate (upon satisfactory completion)

FOLLOW-UP INSPECTION (following years)

- Introductory Letter
 - Inspection form (3 page NCR)
 - Certificate of Occupancy Application
 - Self-inspection form
 - Certificate (upon satisfactory completion)
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LETTERS AND FORMS

Daycare (Spanish version)

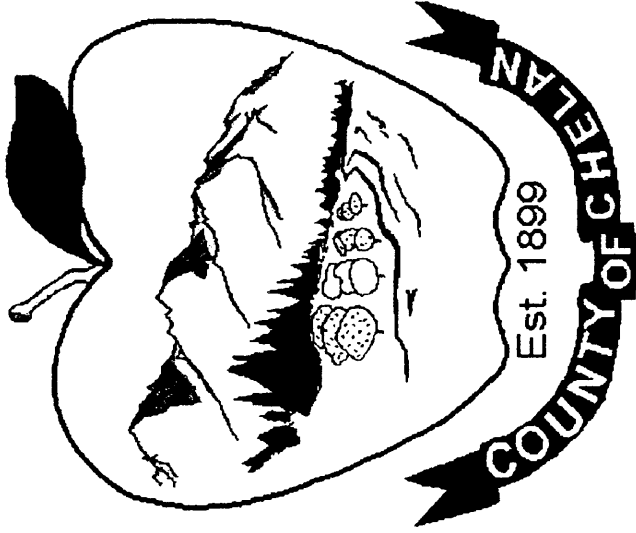
INITIAL CONTACT OF THE NEW BUSINESS

- Introductory Letter
- Inspection form (3 page NCR)
- Certificate of Occupancy Application
- Self-inspection form
- Certificate (upon satisfactory completion)

FOLLOW-UP INSPECTION (following years)

- Introductory Letter
 - Inspection form (3 page NCR)
 - Certificate of Occupancy Application
 - Self-inspection form
 - Certificate (upon satisfactory completion)
-

**CHELAN COUNTY
WASHINGTON**



CERTIFICATE OF OCCUPANCY

Department of Building
and Fire Safety

This certificate is issued pursuant to the requirements of Section 109 of the Uniform Building Code as adopted by the State of Washington. This structure or portion thereof has been inspected for compliance with the requirements of this code for the group and division of occupancy and the use for which the proposed occupancy is classified. Issued for the following:

**HOLDEN VILLAGE
BED & BREAKFAST**

Site Address 21081 S. LAKESHORE ROAD
CHELAN, WA 98816

Permit # 600-449-068 Occupancy Classification R-1
Expiration Date: JUNE 30, 2001 Chelan Co. Fire District #7

Building Owner TOM & NANCY HAUSLER
Mailing Address 21081 S. LAKESHORE ROAD
CHELAN, WA 98816

Approved Activities SIX (6) ROOM BED AND BREAKFAST

Fire Marshal _____ Date JUNE 28, 2000

POST IN A CONSPICUOUS PLACE, REMOVE ONLY UNDER AUTHORITY OF BUILDING OFFICIAL