



Rogers Fire Department Standard Operating Procedures

Policy Title:	Site Visits	Volume:	Administration
Policy Number:	168	Last Updated:	November 2010
Approved By:	Tom Jenkins	CAAS Reference:	N/A
CFAI Reference:	5B.2, 5B.6		
Revision Summary:	Created – November 2010 Formatted – May 2012		

Purpose

The purpose of this document is to ensure communication between general contractors and the Fire Prevention Division during phases of construction for new projects and remodels, with regular site visits. Quality communication from both parties ensures a smooth and systematic process and should alleviate most grievances throughout the phases of construction, inspections and acceptance testing.

Policy

A member of the Fire Prevention Division shall conduct regular site visits to new construction sites and remodels on a regular basis. Contact shall be made with the general contractor or his representative at each visit.

“The Rogers Fire Prevention Division Development, Construction and Jobsite Handbook” and contact information shall be made available to the general contractor by the Fire Prevention Division at the beginning stages of construction.

Discrepancies or Change Orders:

Any discrepancies or change orders that effect any scope of work that relates to access, life safety systems, or other fire department related aspects of the project, shall be communicated immediately and dealt with appropriately. This will alleviate delays in construction and ensure all local requirements are being met.