	Rogers Fire Department Standard Operating Procedures	
Policy Title:	Reporting of Inspection Results	
Policy Number:	755	**Volume:** Risk Reduction
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PURPOSE

The purpose of this policy is to ensure that inspection reports are clear, concise, and accurate.

Policy

During the course of performing an inspection, the inspector shall document clear, concise, and accurate information into *CityView* RMS.

Good Examples:

Clear: You have a door that shall be repaired.

Concise: The door swing shall be repaired to swing with the path of egress.

Accurate: The northwest door labeled "2G" shall be repaired.

Bad Examples:

Clear: You have some repairs that needs to be addressed.

Concise: The door swing needs to be repaired to swing with the path of egress. There have been a lot of people killed due to the door swing being improper. For more information view the Acme Building report.

Accurate: You have a door that needs to be repaired