

CITY OF HOUSTON

INTEROFFICE CORRESPONDENCE

To: Fire Prevention

From: Richard W. Galvan
Executive Assistant Fire Chief

Date: July 10, 2014

**SUBJECT: COH Facility Inspection
Guideline**

The following guideline shall be followed when conducting inspections in City of Houston facilities:

1st visit:

Issue a Notice of Violation

- If a locked or blocked exit is found during the inspection, a citation shall be issued to the on-site person in charge of the facility. A copy of the notice and citation shall be forwarded to Director Minnix and the Director responsible for the facility.
- If no violations are found, the Notice of Violation shall indicate no violations found as of this date. No compliance date will be given. Forward a copy of the notice to both Director Minnix and the Department Director responsible for the facility. This information is to be entered into ILMS.
- If violations are found, a NOV will be issued indicating a compliance date in which the occupant shall come into compliance with violations. Forward a copy of the NOV to both Director Minnix and the Department Director responsible for the facility and enter the information into ILMS.
- The compliance date will vary depending on the severity of the violation. Discretion is with the Inspector performing the inspection.

2nd visit:

- If violations noted on the initial visit have been corrected, the Inspector shall make this notation on the NOV and in ILMS. Forward a copy of the notice to both Director Minnix and the Department Director responsible for the facility.
- If violations noted on the initial visit have not been corrected, a re-inspection fee shall be issued to Director Minnix and a copy of the notice shall be forwarded to the Director responsible for the facility. If corrections require an extended period for compliance due to unforeseen circumstances the Director shall be given the opportunity to submit an action plan to come into compliance. The action plan shall be forwarded to the Assistant Fire Marshal and Fire Marshal for review and approval.

3rd visit

- If violations are corrected, the Inspector shall make this notation on the NOV and in ILMS. Forward a copy to Director Minnix and the Director responsible for the facility.
- If violations have not been corrected and an action plan has not been approved a citation shall be issued to Scott Minnix and a copy of the citation and notice shall be forwarded to the Director responsible for the facility.

Respectfully,

A handwritten signature in cursive script, appearing to read "Ruffalo W. Lohm".