OFSR

Procedure Manual for Program Manager and Inspectors

EMAIL
Email using the box FSReports@portlandoregon.gov is intended to be the primary means of communication. This will allow staff to complete work based on their schedule yet respond in a timely manner. Access to this email box should be set up by PF&R IT staff (or city help desk) on the Outlook "All Mail Folders" section of Outlook for the Program Coordinator, all Techs, and all Gideon Plan Review staffs. Assignments for monitoring the box should be made. Timely response is critical however in no case should the response be delayed beyond 9 AM of the following business day.

REVIEWING REQUESTS FOR BUILDING REGISTRATION
See OFSR Program Guide.

SELECTING CONTRACTORS BY BUILDING OWNERS\MANAGERS
Contractors for inspection and testing of water based systems that are selected by building owners\managers must have at least one employee with a certificate of fitness. An employee with a valid certificate of fitness must be onsite and responsible for all procedures and results.

AUTOMATED FEATURES
- Emails automatically generated, saved in Fires2000 and emailed to Building Owner\Manager
  - PREOFSR scheduled for emailing 60 days prior to annual system inspection due date. This reminds the owner\manager a system test\inspection is due.
  - IIVOFSR scheduled for emailing the day following receipt of completed inspection entry for all risers in the building. Includes letter of completed inspection and violation notice requiring correction of items identified by contractor. Sets due date of 40 days for completion. Includes appeal rights and procedures and contact information.
  - IIVNOFSR scheduled for emailing the day following receipt of completed inspection entry for all risers in the building. Sent to confirm inspection completed and no corrections are necessary.
  - Inspection Entry in Fires2000 – An OFSR inspection type is automatically recorded in Fires2000 when all riser entries are completed if there are corrections required. The violation is S88, "PROVIDE CORRECTIONS TO SPRINKLER SYSTEM AS NOTED IN SPRINKLER INSPECTION REPORT SUBMITTED ONLINE". No "OFSR" inspection is recorded if no corrections are needed. The entry will be added in an overnight batch program. The reinspection date is set at 40 days and the inspector assigned is the Program Coordinator assigned as SU88. The violation must be manually abated once information from the Sprinkler contractor is received. The letter of violation notice includes instructions that the Sprinkler Contractor contact our office when corrections are complete. If the corrections required a permit we should be aware of the

corrections. If no permit is required it is up to program manager to decide if a field visit to validate the correction is warranted or if the review would be part of a general audit done of a contractors work.

DOCUMENTATION IN FIRES2000

The following table references are used in Fires2000 documentation:

OFSR – Inspection Type – automated inspection type used to capture corrections following the contractor's annual inspection

SU88 – SU – used to assign PFI's to Gideon Plan Review team when part of OFSR program.

Letter types –

PREOFSR –	Notice of due annual system inspection by contractor
IIVOFSR –	letter sent via email of Initial Inspection (by contractor) with corrections required
IINVOFSR -	letter sent via email of Initial Inspection with no violations

FIRES2000 INSPECTION PROCESSES

All PFI's in buildings registered in the OFSR program will be managed by the Gideon Plans Unit. This is done by assigning SU88 to each of these PFI's. The CORE will be inspected on a 2 year frequency and all other occupancies will be inspected on a 4 year frequency. The Gideon Plans Unit does not have sufficient staff to perform the periodic maintenance inspections on a 4 year cycle. The intent for these occupancies is the 4 year inspection is to be coordinated with and performed by the appropriate District Inspector.

Company Referrals and Citizen Complaints are to be handled by the District Inspector. When the District Inspector enters Fires2000 they will see the OFSR display at the top of the Complex Info page. If there are significant problems with any of these occupancies the District Inspector should share the information with the Gideon Plans Team.