Attachment # 5 FMO Policy CE A-12 OFSR Permit Tech Procedures August 26, 2010

OFSR Permit Tech Procedures

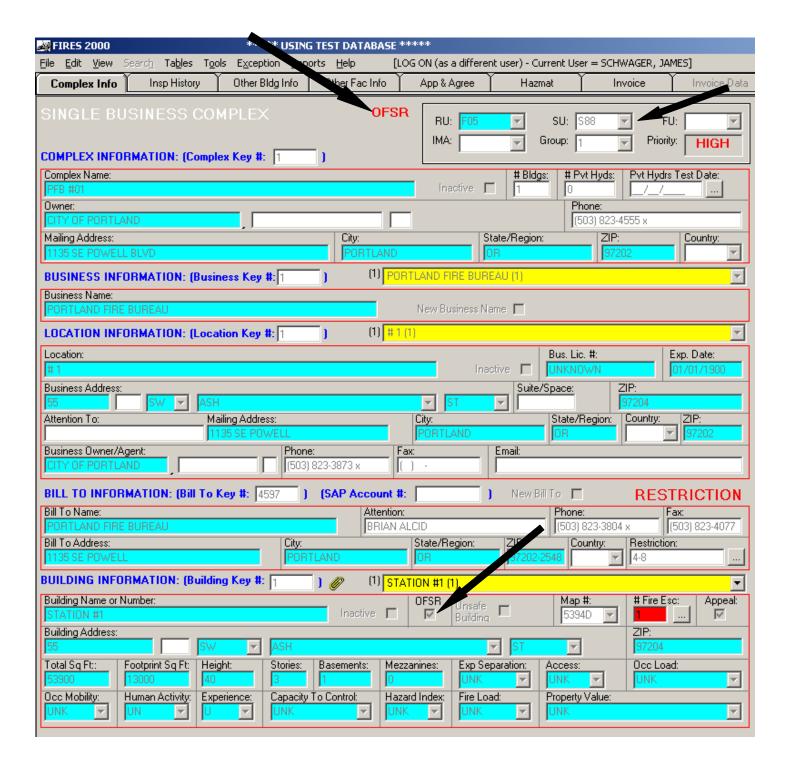
Registering New Buildings

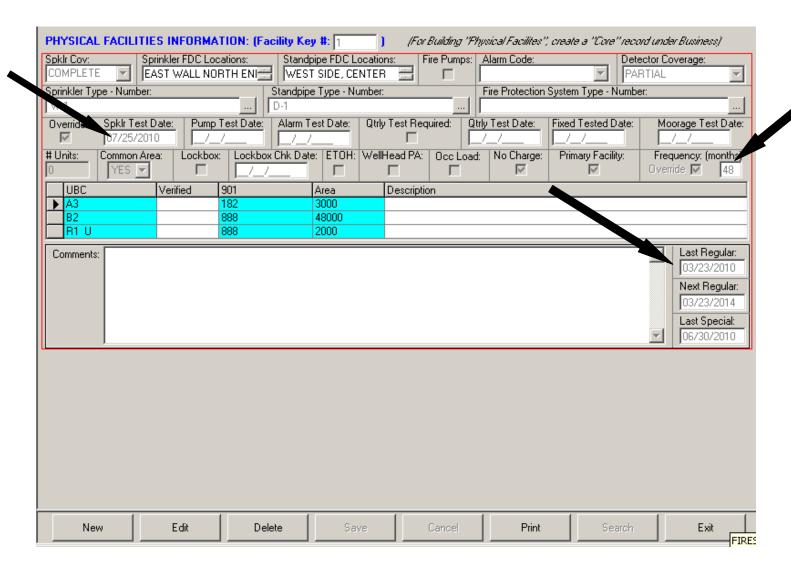
Send an OFSR Building Registration Application to the building owner\manager when they request to participate in the program. Use the FSReports email box when possible to establish this method of correspondence. The following screening process is necessary to determine eligibility. This may be started while waiting for the returned application.

- 1. Determine the last inspection date. If more than 12 months has elapsed since the last inspection a new regular will need to be scheduled and completed. Any significant outstanding violations must be corrected prior to enrollment in the program. The level of "significant" is to be determined by the Program Coordinator in cooperation with the Asst. Fire Marshal.
- 2. Review the history for this building. The review may include inspections, fire and false alarm. The purpose of this review is to judge the responsiveness of the owner\manager to fire safety issues and the value they place on fire safety
- 3. Upon complete application, current inspection and determination that the building and management is suitable the building is registered in the program. A letter of confirmation or denial is to be sent to the applicant.

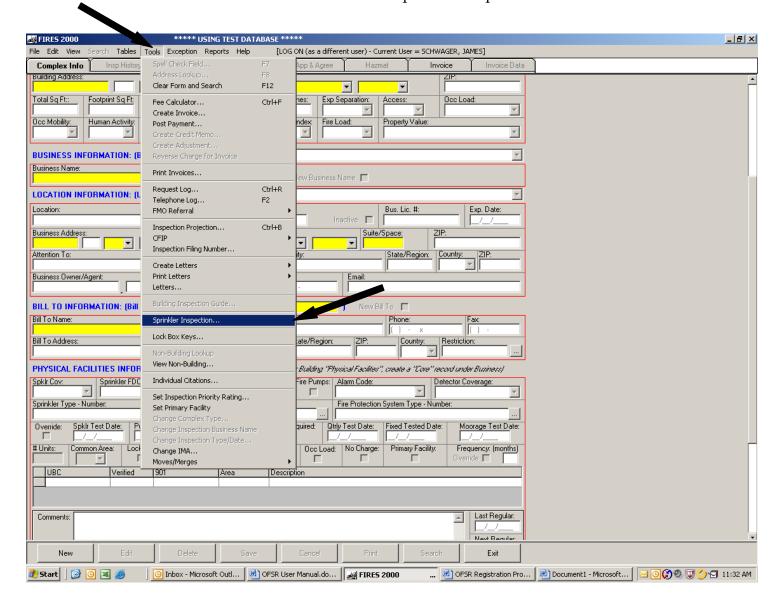
Once approved for registration, setup in Fires2000 should occur. Setup steps are:

- 1. Within Fires2000 search and select the "Core" on the Complex Info tab for the building to be registered. Verify this is the correct record then in EDIT mode:
 - a. check the OFSR box in the BUILDING portion (this will cause red **OFSR** to appear at the top of the Complex Info page,
 - b. verify the date of last sprinkler test is correct,
 - c. verify the date of last complete inspection of the core and all PFI's are correct and completed within the last 12 months,
 - d. Change the frequency of all but the CORE to 48 months (if there are a large number ask for a batch change from FIS staff)
 - e. Change SU to S88 (OFSR Program) (if there are a large number ask for a batch change from FIS staff)
 - f. SAVE.

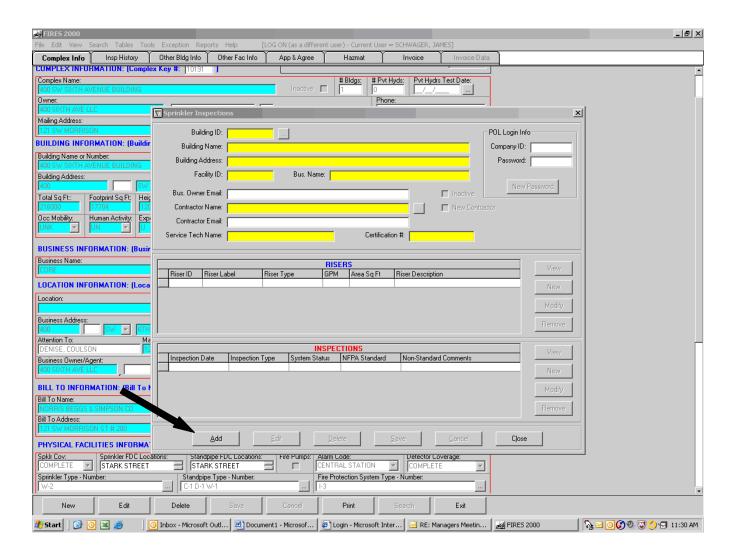




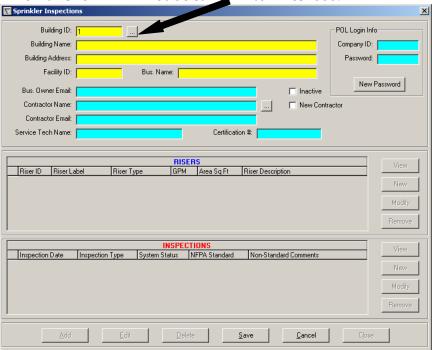
2. Within Fires2000 click on "Tools" then "Sprinkler Inspection".

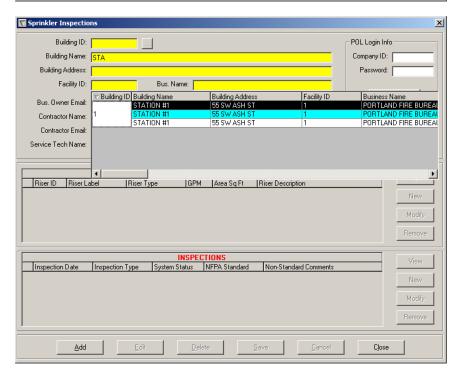


3. Click on "Add" at the bottom of the "Sprinkler Inspection" screen.



4. The yellow fields are searchable\auto fill from Fires2000 and the blue are data entry. Enter one of the yellow searchable fields to find the building to be registered and press "Enter" or click on the list icon. This will give you a list of Facilities that match your criteria. Double click to select the appropriate Facility. Always select the "Core" if it is shown. This will auto fill the yellow fields with data from Fires2000. Changes in data on this form will not be saved into Fires2000.





Building ID: POL Login Info-Building Name: STATION #1 Company ID: Building Address: 55 SW ASH S Password: Bus, Name: PORTLAND FIRE BUREAU Facility ID: New Password Bus, Owner Email: Inactive Contractor Name: □ New Contractor Contractor Email: Service Tech Name: Certification #: Riser ID Riser Label Riser Type GPM Area Sq Ft Riser Description Modify INSPECTION Inspection Date Inspection Type System Status NFPA Standard Non-Standard Comments

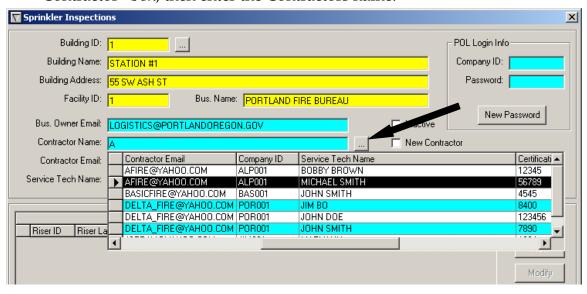
Save

All yellow fields are auto filled when facility selected

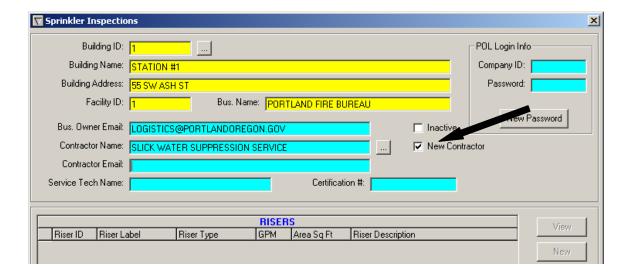
5. Enter Building Owner Email for the responsible party noted on the Registration Application.

<u>C</u>ancel

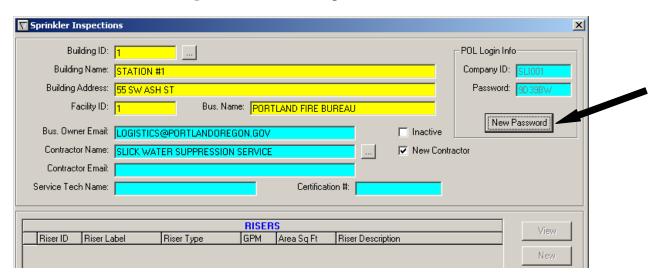
6. Enter the Contractors Name. These should be standardized. The standardized names will be saved within Fires2000 as new contractors are added. To select an existing name type a few letters then click on the list box to the right of the Contractor Name field. If the contractor name exists click it to select. If it does not exist click the "New Contractor" box, then enter the Contractors name.



Add a new contractor

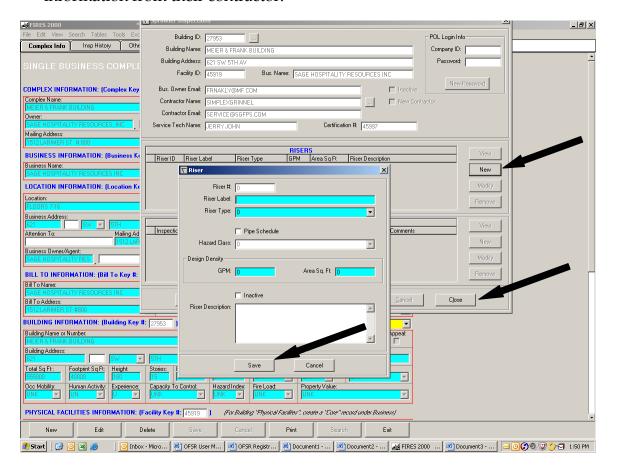


- 7. Add the Contractor Email Address. There can only be one email address per contractor.
- 8. Add Service Tech Name and Certification # the Contractor may change the tech's name at time of data entry of report. There may be multiple Service Tech names for each contractor. The Service Tech name is tied to the building.
- 9. If this is a new contractor, click to select "New Password". This will generate a Company ID and assign a Password. The Password is system generated. The Company cannot change this. If they forget their password they will need to contact PF&R via email or phone and we will generate a "New Password" for them.



10. Click on "Save"

Click on "New" in the "RISERS" box to enter riser details for each riser system in the building. Continue to enter each riser by clicking on new for additional risers. The details are to be provided by the owner\manager in their application. They may obtain this information from their contractor.



- 11. Click on "Save" then "Close" when finished.
- 12. The Inspection information will be displayed automatically.

Registering New Contractors

Contractors are registered as part of the building registration process. A contractor cannot be entered without at least one building.

If a building owner\manager has selected a different contractor for subsequent years enter Sprinkler Inspection from Fires2000 \ Tools, enter a searchable field to find the correct building and select "Edit". Replace the Contractor Name and email with one from the list or use the "New Contractor" procedure. Save the record when completed.

This email box is used to send and receive correspondence to and from building owners\managers and contractors. This is a shared email box assigned to the program not an individual. It is important to establish protocols to monitor it as frequently as your personnel email box. It should be set up on Outlook view for the program coordinator, all Techs, and the Gideon Plans staff. PF&R IT staff can do that or call the Help Desk.

Mailbox - Fire System Reports (PF&R) - Microsoft Outlook File Edit View Go Tools Actions Help Type a question for help Mew ▼ | 🎒 📉 X | 🙉 Reply 🙉 Reply to All 🙈 Forward | 📑 Send/Receive ▼ | 🏖 Find 🕍 | 🔟 Type a contact to find 🕞 | @ 🐉 🕨 📗 💂 Mail Look for: ▼ Search In ▼ Mailbox - Fire System Reports (PF&R) Find Now Cl Options • X Favorite Folders Mailbox - Fire System Reports (PF&R) Inbox (2) 词 Unread Mail 🔯 For Follow Up Sent Items All Mail Folders ⊡ 🥰 Mailbox - Schwager, Jim (PF&R En a Deleted Items (78) Drafts

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Resetting Passwords

To reset a password for a contractor they should make the request through FSReports email (or call the Tech desk). The Contractor must supply their six digits Company ID, a Building Name or Building ID they are associated with. In the Fires2000 Sprinkler System application click "Add" then enter the first few letters of the contractors name and click on the list icon. Alternatively you can do a search for the building they are associated with. After the information is loaded, click on "New Password" in the POL Login Info box (upper right). The screen may be closed at this point, it is not necessary to save. Email this new password to the registered Contractor.