

Department of Public Safety & Corrections
State of Louisiana



JOHN BEL EDWARDS
GOVERNOR

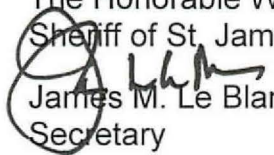


JAMES M. LE BLANC
SECRETARY

June 20, 2022

MEMORANDUM

TO: The Honorable Willy J. Martin Jr.
Sheriff of St. James Parish

FROM: 
James M. Le Blanc
Secretary

RE: "Basic Jail Guidelines" Monitoring Report

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) annual inspection that was conducted at St. James Parish Detention Center on April 26, 2022. DPS&C will continue with annual monitoring visits and continue to encourage St. James Parish Detention Center to provide education and substance abuse treatment opportunities to the offender population.

Thank you for your support of the BJG process.

JML/mw

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Anthony Joseph, Captain, St. James Parish Detention Center
Seth Smith, Chief of Operations
Kirt Guerin, Warden, EHCC
Aaron Hooper, BJG Team Leader



BJG MONITORING REPORT

Annual, Semi-Annual, Quarterly, Monthly, or Recert with Waiver

Rev. 03/22/2022 mw

Facility Name: St. James Parish Jail
BJG Team Leader & Monitors: Aaron Hooper, BJB Team Leader
Facility Warden & Email Address: Capt. Anthony Joseph Anthony.joseph@stjamessheriff.com
Facility Staff: Asst. Warden Latanya Sterling & Asst. Warden Keith Guerin
BJG Inspection Date: April 26, 2022
Previous BJB Inspection Date: April 29, 2021
Operational Capacity: 124
Count on Day of Visit: 78

Concerns or Issues from the previous BJB Monitoring Inspection:

V-A-003 Programs and Services
V-A-003-1 Educational Programming
V-C-001 Substance Abuse Programs

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	19	1	20
Number of Local Offenders	50	8	58
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	69	9	78

Number of DOC Offenders that are:

Single Bunked 5
Double Bunked 10
Triple Bunked 5
Total 20

Number of DOC Offenders that are in Restricted Housing:

Single Bunked 0
Double Bunked 0
Triple Bunked 0
Total 0

ASSAULTS: (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
April 2021	0	0	0	0
May 2021	0	0	0	0
June2021	0	0	0	0
July 2021	0	0	0	0
August 2021	0	0	0	0
September2021	0	0	0	0
October 2021	0	0	0	0
November 2021	0	0	0	0
December 2021	0	0	0	0
January 2022	3	1	0	0
February 2022	1	0	0	0
March 2022	1	0	0	0

SEIZURE FINDINGS: (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
April 2021	0	0	0	0	33
May 2021	0	0	0	0	0
June2021	0	0	0	0	6
July 2021	0	0	0	0	13
August 2021	0	0	0	0	6
September2021	0	0	3	0	8
October 2021	0	0	0	0	6
November 2021	1	0	3	0	33
December 2021	0	0	0	0	4
January 2022	0	0	0	0	0
February 2022	0	0	0	0	24
March 2022	0	0	1	0	3

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:**Living Area:**

Overall the living areas were found to be clean and organized

- **Dorms** - dorm areas were in order and spaced out. Offenders' property was stored in lockers next to the beds
- **Cell Block** – cell block areas clean and odor free

Culinary/Dining:

The tools and sharp objects were controlled on an inventoried locked shadow board. Cabling is used when knives are checked out. Cooler and freezer were found in good order with temperature log checks documented. Sample trays were labeled and kept from the last 72 hours. Dry storage had items labeled and stored 6" off the ground.

Bathrooms:

Bathrooms are clean and in order, contained hand soap and paper towels

Yard Areas:

Documentation provided showed that recreation was occurring on a regular basis - three times per week, weather permitting.

Maintenance:

Maintenance is done by the parish maintenance workers. A work order is called in to the office when maintenance at the facility is needed

REVIEW AND COMMENT ON THE FOLLOWING BASIC JAIL GUIDELINES: (Compliant or Non-Compliant)

I-A-001 Safety/Sanitation/Inspections: Compliant - The facility is conducting weekly inspections. FM and DHH inspections are done on time. All deficient items on FM and DHH reports were corrected by this inspection.

I-C-001 Emergency Plan: Compliant - An emergency plan is in place. Employees are trained and knowledgeable of the plans. Emergency plan exit maps are posted around the facility.

II-A-007 Counts: Compliant

- How many formal counts are conducted each shift? **There are three formal counts. One at morning shift change, one at noon and one evening shift change.**
- How many counts are conducted each day? **Four**
- **Stick outs counts** are counts that are conducted in areas other than housing units, such as food services and other areas of normally authorized locations. When conducting and submitting the counts, employees are to actually see the offender before turning in these counts.
 - How does the facility accomplish this? **Stick out counts are called in to the main control on the offenders that or working on outside work crews. Work crews in the area bring offender in for noon count**
 - Does this process insure accountability and safe/secure operation of the facility? **Yes**

II-A-008 Offender Population Management System: Compliant - All information is documented and maintained on each offender and is transferred with the offender if transferred out of the facility.

II-A-010 Admissions: Compliant - Policy and procedure are in place and all admission forms are thorough and completed.

II-A-012 Classification System

Does this facility have any trustees that work outside the secure perimeter? **Yes**
If yes,

- What is their classification process to determine who is eligible for trustee status? **Review of arrest history, review of prior job and custody charges. The classification process is suggested by administration and signed off by Warden Scott or his designee**
- Does their classification process meet DPS&C, Corrections Services' criteria? **Yes**

II-A-018 Offender Drug Testing (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
April 2021	3	13	23%	0
May 2021	3	9	33%	0
June 2021	3	6	50%	0
July 2021	3	6	50%	0
August 2021	3	6	50%	0
September 2021	3	8	38%	0
October 2021	3	8	38%	0
November 2021	3	10	30%	0
December 2021	3	14	21%	0
January 2022	3	15	20%	0
February 2022	3	18	17%	0
March 2022	3	16	18%	0

II-A-019 Offender Transfers: Compliant - Policy and procedure are in place.

II-A-020 Frequency of Cell Checks: Compliant - Policy and procedure are in place.

II-B-002-1 Use of Restraints for Pregnant Offenders: Compliant - Policy and procedure are in place.

II-C-001 Procedures for Searches: Compliant - The facility conducts visual body searches on all offenders upon intake and when offenders return to the facility. Pat searches are conducted on all visitors. The facility keeps detailed shakedown logs. Procedures are in place and logs are maintained on all searches.

II-D-001 Key, Tool, and Utensil Control: Compliant - The facility's tools, key and utensil control were found to be in good order. Inventories and documentation are kept up daily.

III-A-001 Rules and Discipline: Compliant

- Does the facility's offender orientation include the application process for applying for restoration of good time? **No**
- What is their restoration of good time application process for the offender population? **N/A**
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? **N/A**

IV-C-001 Access to Care/Clinical Services: (Does the facility charge a co-payment? If so, approved by DPS&C?) Compliant - Offenders receive a facility handbook upon admissions that contains all necessary information on assessing health care and the co-pay requirements. There is a \$5 co-pay. The co-pays are approved by DPS&C.

IV-C-006-1 Pregnancy Management: Compliant

IV-C-008 Annual TB Testing: Compliant - The facility conducted TB testing on all offenders at no cost to the offender. This is done upon intake and annually.

IV-C-012 Access to Sick Call: Compliant - The facility has a computer system set up in the day areas for offender to send in their sick call forms. If the offender needs to make sick call and is not in the area of the computer system, they notify security staff and a form is given to medical staff. The requests are triaged and scheduled daily visits.

IV-C-013 Infirmiry Care: Compliant - The facility has a nurse daily on staff from 6am to 6pm. If there is an emergency after hours, a doctor and nurse are on call 24/7. Health care services is contracted through Correct Health and they provide a wide range of services. If medical staff determines the health issues to be emergency, offenders are transported to St. James Hospital.

IV-C-013-1 Medical Releases: (Medical Parole, Medical Treatment Furlough, Compassionate Release) Compliant

IV-C-014 Suicide Prevention and Intervention: Compliant-Mental health staff evaluates each offender and determines the treatment. The staff receives annual suicide prevention training.

IV-C-016 Notification: Compliant-Policies in place to notify family members if the offender is on ICU.

IV-D-004 Confidentiality of Health Information: Compliant - Access to offender medical information/files are controlled and restricted to those who have legal authority. Medical records are stored in a secured restricted area and are transported with the offender upon transfer to another local facility or to DPS&C.

IV-E-001 Alleged and Substantiated Sexual Assaults

- Is this facility required to be PREA compliant due to contract language? **No**
- Is this facility PREA compliant? **No**
 - If yes, date compliance received:
- If this facility is required to be PREA compliant due to contract language, and has not done so, what is their plan of action for compliance? **N/A**

V-A-003 Programs and Services: Non-Compliant - the facility has no programs and services for the Offender population

- List all Certified Treatment Programs (Attach Form IS-B-8-b)
- List all other Offender Programs

V-A-003-1 Educational Programming: Non-Compliant - no educational programs

GED Program

Number of GED Slots	<u>0</u>
Number of Participants	<u>0</u>
YTD Number of Completions	<u>0</u>

V-B-001 Releasing Offenders: Compliant - Offenders are released with property and identification that was collected upon intake. Offenders are released with two forms of identification.

V-B-010 Proposed Expansions: Compliant - No expansions at this time.

V-C-001 Substance Abuse Programs: Non-Compliant - no substance abuse programs offered to the offender population.

V-C-002 Reentry Programs: (Are offenders releasing with two valid forms of identification?) **Compliant-**
Offenders are releasing with two valid forms of identification.

V-C-004 Parole Board Procedures: **Compliant**

VI-B-002 Grievance Process

- Does grievance process include at least two levels of review? **No, only sometimes two**
- Who is the designee at each level of review? **Asst. Warden and sometimes the Warden**
- What is the specified time period for response at each level? **20 days**

VII-A-002 Weapons Training: **Compliant** - Deputies are POST certified and receive appropriate training regarding the use handling and retention weapons.

VII-B-008 Monthly Reporting: **Compliant**

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

Staff overall morale was good and seem to be working together towards common goals. All employees conducted themselves professionally and respectfully

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:

No complaints were made by any offender during the walk through. I talked to the offenders working in the kitchen and in the trustee dorm. None of the offenders had any complaints about working in the kitchen or being at the facility

RECOMMENDATION:

This facility does not offer any educational or substance abuse programs to the offender population. Warden is having a difficult time finding volunteers to come give classes to the small amount of offenders. At this time, annual monitoring visits are recommended.

V-A-003 Programs and Services Non-Compliant
V-A-003-1 Educational Programming Non-Compliant
V-C-001 Substance Abuse Programs Non-Compliant



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 47-0001102-1	Permit Name SAINT JAMES PARISH JAIL Jail Kitchen		
Name of Establishment SAINT JAMES PARISH JAIL		Owner Name SAINT JAMES PARISH COURTHOUSE	
Address 5800 HWY 44 CONVENT, LA 70723		Date 10/27/2021	Time 12:40 PM

LAC TITLE 51 PART XXIII

Comments:

VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY ANTHONY JOSEPH, WARDEN.
COPY OF REPORT EMAILED TO anthony.joseph@stjamessherrif.com

NOTICE RS 40:31.38 (ACT 66)

RS 40:31.38 (ACT 66) authorizes the Louisiana Department of Health to charge a fee of \$150 to any permitted food establishment that fails to correct the necessary sanitary code violations to be in compliance at the time of its follow up inspection (1st re-inspection). Re-inspections are required when there are five or more uncorrected non-critical violations and/or one or more uncorrected critical violations remaining at the conclusion of an inspection. The fee is only charged if the necessary violations are not corrected before the 2nd re-inspection and other subsequent re-inspections. Establishments can avoid this fee if the violations noted on the routine inspection report are corrected by, or during, the follow up inspection. If a fee is assessed, the \$150 fee is payable within 30 days' notice, and failure to pay shall result in revocation of the permit.

Sanitarian Name/Print Michael Bourgeois	Phone # (985)385-7018	Sanitarian Signature 	R.S. # 1001
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to			
Correct Critical Violations by		Correct Non-Critical Violations by	
Name/Title ANTHONY JOSEPH WARDEN		Signature of Recipient 	



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Retail Food
Notice of Violations

Routine/Renewal

Permit Number 47-0001102-1	Permit Name SAINT JAMES PARISH JAIL Jail Kitchen	
Name of Establishment SAINT JAMES PARISH JAIL	Owner Name SAINT JAMES PARISH COURTHOUSE	
Address 5800 HWY 44 CONVENT, LA 70723	Date 03/10/2022	Time 12:20 PM

LAC TITLE 51 PART XXIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.		
Category	Code Reference	Description of Violations
UTENSILS/EQUIPMENT/SINGLE SERVICE	2101	67 - 2101.1 - Non-food contact equipment is not maintained in good repair. REACH-IN COOLER GASKETS
GARBAGE/REFUSE DISPOSAL	3303	98 - 3303.2 - Outside receptacles for garbage, etc. did not have tight fitting lids, doors, or covers.

Comments:

VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY ANTHONY JOSEPH, WARDEN.
COPY OF REPORT EMAILED TO anthony.joseph@stjamessheriff.com

NOTICE RS 40:31.38 (ACT 66)

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Sanitarian Name/Print Jamey Bailey	Phone # (985)536-3535	Sanitarian Signature 	R.S. # 1334
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to		Correct Non-Critical Violations by	
Correct Critical Violations by		Signature of Recipient 	
Name/Title ANTHONY JOSEPH-WARDEN			



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

Permit Number 47-01-224	Permit Name St. James Parish Jail-224		
Name of Establishment St. James Parish Jail-224		Owner Name	
Address 5800 Highway 44 Convent, LA 70723		Date 12/09/2021	Time 01:55 PM

LAC TITLE 51 PART XVIII

Comments:

A copy of inspection report emailed to anthony.joseph@stjamessheriff.com.

Number Licensed For		Number in Attendance 75		License Anniversary 12/31/2021	
Sanitarian Name/Print	Phone #	Sanitarian Signature		R.S. #	
Kourtney Signater	985-369-3565				
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to			Correct Non-Critical Violations by		
Correct Critical Violations by			Signature of Recipient		
Name/Title Anthony Joseph - Warden					

STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No. N/A	Anniversary Month DECEMBER
Name of Establishment ST. JAMES PARISH JAIL-224	Mailing Address
Address 5800 HIGHWAY 44	
City, state, Zip Code CONVENT LA 70723	
Type of Facility JAILS 75	
Parish St. James	Date Inspected 12/09/2021
<p>The above establishment has been inspected by a representative of this section, and:</p> <p><input checked="" type="checkbox"/> License is Recommended;</p> <p><input type="checkbox"/> License is Not Recommended;</p> <p><input type="checkbox"/> License is Pending Reinspection;</p> <p>from the standpoint of sanitation</p>	
<p style="text-align: right;">KOURTNEY SIGNATER</p>	
<p>LHS 48 (R 7/99) D 1014</p>	



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning
FIRE MARSHAL

Inspection Report

Report # CB-21-012496-1

Deficient/Cautionary Codes cited.

Location Information			
Inspection Type	Compliance Building Inspection	Inspection Date	12/17/2021 4:31:28 PM
Structure ID	20067	No. of Buildings	1
Capacity	124	Facility Code	J209
		Year Built	1987
		Construction Type	Type IIIA / (211)
Building/Trade Name		Address	
SAINT JAMES DETENTION CENTER		5800 HIGHWAY 44, CONVENT, LA 70723	
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
Municipal Project	SAINT JAMES DETENTION CENTER	(225) 562-2210	ANTHONY.JOSEPH@STJAMESSHERRIFF.COM
Address			
POST OFFICE BOX 106, CONVENT, LA 70723			
Tenant Information			
Name	Suite Number	Floor Number	Square Footage
Occupancy Details			
Occupancy Type	Details		
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 4		
Deficient and Cautionary Items			
Description	Code Status	Correction Date	
LAC 55:V §3035 Installation, Inspection and Service, A. Portables 1. Portables shall be installed, inspected, serviced and maintained in compliance with NFPA 10 of 1988.	DEFICIENT	1/17/2022	
CURRENTLY, ONE EXTINGUISHER IN KITCHEN AND ONE EXTINGUISHER IN OUTSIDE STORAGE AREA NEEDS ANNUAL CERTIFICATION.			
Comments			
SEE INSPECTION REPORT FOR DEFICIENCIES CITED.			
Inspector Information			
Name: Devon Jackson	Badge Number: 706	Inspector Signature: <i>Devon Jackson</i>	
Person to whom requirements were explained			
Name: Latonya Sterling	Title: Warden	Signature: <i>Latonya Sterling</i>	

For questions regarding the contents of this report, please call:



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241

Inspection Report

Report # CB-21-012496-1

Deficient/Cautionary Codes cited.



H. "Butch" Browning
FIRE MARSHAL

R. S. 40: 1621 Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of court.

L.R.S. 40:1577 APPEAL FROM ORDER

When an order is made by one of the deputies or representatives of the Fire Marshal, the owner or occupant of the building or premises may, within three days, appeal to the Fire Marshal. The Fire Marshal shall, within five days, review the order and advise the owner or occupant of his decision thereon. The owner or occupant may, within five days after the making of affirming of any such order of the Fire Marshal, file an application with the Board of Review.

RULES FOR APPEALING TO THE FIRE MARSHAL BOARD OF REVIEW

- I. Any application to the Board of Review shall contain the following basic information set off in organized fashion with captions indicating that the paragraph in question contains the following basic information.
 1. The name of the applicant.
 2. A brief description of the facts.
 3. A copy of the order of the Fire Marshal which is being appealed.
 4. A reference to the section of the law or code being reviewed.
 5. A brief description of why the applicant feels the requirements of the Fire Marshal is not within the Fire Marshal's authority, or brief description of why the interpretation of the Fire Marshal is incorrect or what specific relief is required by the applicant.
 6. A list of the individuals who will be appearing before the Board, and a brief description of the testimony or information they will be providing the Board.
 7. A list of all the documents which will be introduced or provided to the Board along with a brief description of the documents, and if possible, a copy of said documents.
 8. A list of each exhibit except for documents, and a brief description of the exhibit.
- II. Whenever possible, a notice of the meeting, date and place, and the agenda will be recorded in the Louisiana Register, however, whenever that is not possible, a copy of the meeting notice including the date, time and place, and agenda of the meeting of the Board will be published in the official notices of the official state journal; furthermore, a press release containing the same information will be mailed to the official journals of the cities of Shreveport, Monroe, Lafayette, Lake Charles, Alexandria, New Orleans, and Baton Rouge and any city or town in which the meeting of the Board is to be held if it is not one of the aforementioned major cities; and the same information shall be mailed to each individual who has notified the Fire Marshal of his desire to receive a notice of such appeal.
- III. A copy of the determination of the Board as prepared by the Chairman will be mailed to each individual who requests a copy of that specific determination as well as to the applicant.
- IV. The time delays for filing an appeal shall be those specified in R.S.40:1577 and 40:1578 1 D.

Inspection, Testing, and Maintenance of Fire Sprinkler Systems



Inspection Job No.: 627-21
 System No.: #1 WET SYSTEM- OUTSIDE CLOSET

Sprinkler License Contractor No.: 42169
 License No.: F - 630

Information on this form covers the minimum requirements of NFPA 25-2014 for fire sprinkler systems connected to distribution systems without supplemental tanks or fire pumps. Separate forms are available to inspect, test and maintain fire pumps, water tanks, and other fire protection systems. More frequent inspection, testing and maintenance may be necessary depending on the conditions of the occupancy and the water supply.

Owner: ST. JAMES POLICE JURY Phone No.: _____
 Owner's Address: P.O. BOX 106 CONVENT, LA. 70723
 Property Being Evaluated: ST. JAMES DETENTION CENTER
 Property Address: 5800 HWY 44 CONVENT, LA. 70723

Date of Work: 12-2-21 All responses refer to the current work (inspection, testing and maintenance) performed on this date.

This work is (check one): Monthly Quarterly Annual Third Year Fifth Year

Notes: 1) All questions are to be answered Yes, No, or Not Applicable. All No answers are to be explained in Part III of this form.
 2) Inspection, Testing and Maintenance are to be performed with water supplies (including fire pumps) in service, unless the impairment procedures of Chapter 11 of NFPA 25 are followed.

Part I - Owner's Section

- A. Is the building occupied? Yes No
- B. Has the occupancy classification and hazard of contents remained the same since the last inspection? Yes No
- C. Are all fire protection systems in service? Yes No
- D. Has the system remained in service without modification since the last inspection? Yes No
- E. Was the system free of actuation devices or alarms since the last inspection? Yes No

Owner or Representative (print name) _____ Signature and Date _____

Part II - Inspector's Section

1. GENERAL
- a. Are all systems in service? Yes No N/A
- b. Is there a minimum 18" clearance between the top of storage and the sprinkler deflectors? Yes No N/A
- c. Does the hand hose system appear to be in satisfactory condition? Yes No N/A
- d. Does the exterior condition of the system appear to be satisfactory? Yes No N/A
- e. Are hydraulic nameplates in place? Yes No N/A
- f. Are visible hangers/bracings in good condition? Yes No N/A
- g. Are standpipe systems in good condition? Yes No N/A
2. VALVES
- a. Are all valves in the appropriate open or closed position? Yes No N/A
- b. Are control valves in the open position locked, sealed or equipped with tamper switches? Yes No N/A
- c. Are valves identified? Yes No N/A
- d. Are valves free from physical damage? Yes No N/A
- e. Are valves and drains free from leakage? Yes No N/A
- f. Are gauges showing normal water or air pressures and free from damage? Yes No N/A
3. WATER SUPPLIES
- a. Was there a flow test made? Yes No N/A
- b. Does the supply pressure appear to be normal? Yes No N/A
4. TANKS, PUMPS, FIRE DEPARTMENT CONNECTIONS
- a. Do fire pumps or water storage equipment appear to be maintained and in good condition? Yes No N/A
- b. Are fire department connections in satisfactory condition, couplings free, caps in place? Yes No N/A
- c. Is fire department connection accessible and visible? Yes No N/A
5. ALARMS
- a. Did water motor(s) and gong(s) test satisfactory? Yes No N/A
- b. Did electric alarms test satisfactory? Yes No N/A
- c. Did supervisory alarms test satisfactory? Yes No N/A
6. WET SYSTEMS
- a. Does exterior condition of piping appear to be satisfactory? Yes No N/A
- b. Are the inspectors test valves accessible and in good condition? Yes No N/A

(continued)

7. DRY SYSTEMS

- Does system have adequate air pressure? Yes No N/A
- a. Is the air supply in operation? Yes No N/A
- b. Are priming levels in accordance with the manufacturer's instructions? Yes No N/A
- c. Is an automatic air maintenance device installed? Yes No N/A
- d. Were low points drained during this inspection? Yes No N/A
- e. Did quick-opening device operate satisfactorily? Yes No N/A
- f. Did the dry-pipe valve trip properly during testing? Yes No N/A

8. SPECIAL SYSTEMS

- a. Did deluge or pre-action valve operate properly during testing? Yes No N/A
- b. Did the manual actuation devices operate properly? Yes No N/A

9. SPRINKLERS

- a. Are sprinklers free from corrosion, damage, obstruction or paint? Yes No N/A
- b. Are sprinklers less than 50 years old? Yes No N/A
- c. Are adequate spare sprinklers available? Yes No N/A
- d. Are there sprinkler wrenches for all types available? Yes No N/A
- e. Are proper temperature sprinklers installed? Yes No N/A

10. INSPECTION ITEMS EVERY 5 YEARS

- a. Internal inspection of valves appears to be in good condition? Yes No N/A
1. Wet-pipe alarm valves? Yes No N/A
2. Dry-pipe valves? Yes No N/A
3. Pre-action valves? Yes No N/A
4. Deluge valves? Yes No N/A
5. Strainers? Yes No N/A
6. Check valves? Yes No N/A

Part III - Testing Section

1. QUARTERLY TEST

- a. Main drain flow test - Static Pressure 65 psi
- b. Main drain flow test - Residual Pressure 57 psi
- c. Was water flow observed? Yes No N/A
- d. Did inspectors test operate flow or pressure switches? Yes No N/A
- e. Did tamper switch operate properly? Yes No N/A
- f. Did low air pressure switch operate properly? Yes No N/A
- g. Were priming water levels tested? Yes No N/A

2. SEMI-ANNUAL TEST

- a. Did quick opening device operate properly? Yes No N/A

3. ANNUAL TEST

- a. If fire sprinklers are 50 years old, was sample test made? Yes No N/A
- b. Do control valves operate fully and return to their normal position? Yes No N/A
- c. Did dry pipe valve, dry trip test satisfactorily? Yes No N/A
- d. Did pre-action valve, dry trip test satisfactorily? Yes No N/A
- e. Did air maintenance device operate properly? Yes No N/A
- f. Did pressure regulating valves pass flow test? Yes No N/A

