



City of Winchester  
Fire & Rescue Department  
**GENERAL ORDER**



<b>Section:</b> General Order	<b>GO:</b> 13006
<b>Subject:</b> Company Level Fire Inspections Program	<b>Executed:</b> July 26, 2013 <b>Revised:</b> January 20, 2015 (Rewrite)
<b>Approved:</b>  Jeremy Luttrell, Fire Marshal	

## PURPOSE

To provide direction and information for the assignment and completion of company level fire inspections.

## PROCEDURE

The attached list shows the inspection assignments, frequency, and the month the inspection shall be completed for 2015. All company inspections will be conducted on an annual basis. The following procedures shall be followed:

1. The Battalion Chiefs are responsible for assigning the inspections to their Lieutenants.
2. The Lieutenants are responsible for scheduling their assigned inspections and entering the results in to the inspection module of the department reporting software. Two copies of the inspection report shall be printed and signed by the company officer. One copy is to be issued to the occupancy representative; the other copy is to be retained for the follow up inspection.
3. Follow up inspections shall be scheduled at least **14 days** after the original inspection.
4. The results of the follow-up inspection shall be entered and issued to the occupant in the same way as the initial inspection. If any violations are still uncorrected after the follow-up inspection, an email shall be sent to the Fire Marshal explaining the situation and any unique circumstances along with sending back the signed inspection reports.

5. The following list of contacts shall be utilized when scheduling inspections:

<b>Contact</b>		<b>Contact Numbers</b>
<b>#1</b>	<b>Tim Ratliff</b> Winchester Public Schools Facility Manager	Office: 540-667-7331 Cell: 540-974-5387
<b>#2</b>	<b>Cory MacKnight</b> City Facilities Manager	Cell: 540-974-8737
<b>#3</b>	<b>Mike Nail</b> Winchester Parks and Recreation Park Maintenance Coordinator	Office: 540-667-7351 Cell: 540-667-7351
<b>#4</b>	<b>Hans Nydam</b> Shenandoah University Maintenance Manager	Office: 540-665-4527
<b>#5</b>	<b>Cissy Shull</b> Winchester-Fred. Historical Society Director	Office: 540-662-6550
<b>#6</b>	<b>Carolyn Bly</b> Handley Regional Library Facilities Manager	Office: 540-662-9041 Ext: 27

# Winchester Fire and Rescue Department

## Engine Company Inspection Assignments

<b>A-Shift – B.C. DeHaven</b>			
<b>Occupancy Name</b>	<b>Address</b>	<b>Frequency</b>	<b>District</b>
Virginia Avenue Elementary School	550 Virginia Ave.	Annual – November	1
Frederick Douglas Elementary School	100 Cedarmeade Ave.	Annual – November	4
John Handley High School	425 Handley Blvd.	Annual – November	5
J.B. Park – War Memorial/Active Living	1001 E. Cork St.	Annual - August	1
J.B. Park – Outdoor Pool House	1001 E. Cork St.	Annual - August	1
J.B. Park – Maintenance Shop	1001 E. Cork St.	Annual - August	1
Winchester Public School Office	12 N. Washington St.	Annual – January	2
Abrams Delight	1340 S. Pleasant Valley Rd.	Annual – November	5
George Washington Headquarters	32 W. Cork St.	Annual - August	2
Douglas Learning Center	598 N. Kent St.	Annual – November	1
Joint Judicial Center	5 N. Kent St.	Annual - August	2

<b>B-Shift – B.C. Strawderman</b>			
<b>Occupancy Name</b>	<b>Address</b>	<b>Frequency</b>	<b>District</b>
SU – Aikens Field House	1300 L.P. Hill Dr.	Annual – June	4
SU – Allen Dining Hall	730 Wade Miller Dr.	Annual – July	4
SU – Alson H. Smith Library	718 Wade Miller Dr.	Annual - July	4
SU – Armstrong Hall	702 University Dr.	Annual – June	4
SU – Brandt Student Life Center	701 University Dr.	Annual – June	4
SU – Byrd School of Business	600 Millwood Ave.	Annual - August	4
SU – Cooley Hall	1461 L.P. Hill Dr.	Annual - August	4
SU – Davis Hall	1400 S. Pleasant Valley Rd.	Annual - July	4
Winchester Visitors Center	1400 S. Pleasant Valley Rd.	Annual - July	4
SU – Gregory Hall	710 Wade Miller Dr.	Annual - August	4
SU – Henkel Hall	726 Wade Miller Dr.	Annual - August	4
SU – Howe Hall	714 Wade Miller Dr.	Annual - July	4
SU – Physical Plant	1301 L.P. Hill Dr.	Annual - August	4
SU – Shingleton Gymnasium Building	707 University Dr.	Annual – June	4
SU – Student Center Garage	701 University Dr.	Annual – June	4
SU – Vickers Communications Center	633 Millwood Ave.	Annual - July	4
SU – Wilkins Hall	1421 L.P. Hill Dr.	Annual - August	4
SU – Gallagher Center	203 S. Cameron St.	Annual - August	4

<b>C-Shift – B.C. Henschel</b>			
<b>Occupancy Name</b>	<b>Address</b>	<b>Frequency</b>	<b>District</b>
Daniel Morgan Middle School	48 S. Purcell Ave.	Annual – November	1
Quarles Elementary School	1310 S. Loudoun St.	Annual – November	5
John Kerr Elementary School	536 Jefferson St.	Annual – November	5
City Yard	301 E. Cork St.	Annual - August	5
Stonewall Jackson Headquarters	415 N. Braddock St.	Annual - August	2
Handley Library	100 W. Piccadilly St.	Annual - August	2
Rouss City Hall	15 N. Cameron St.	Annual - August	2