

Nevada State Fire Marshal Division

107 Jacobsen Way Carson City, Nevada 89711 Phone: (775) 684-7510 Fax: (775) 684-7518 <u>www.fire.nv.gov</u>

ANNUAL SCHOOL INSPECTION REQUEST FORM

Please Review Inspection Request Form Directions on Next Page			
Requested by	Contact Phone		
District			
School Name			
Address			
Contact Email			
City /Zip			
Date / Time for Inspection (Provide Two [2] Separate Date Choices)			
1 st Choice			
2 nd Choice			

SFM Staff Comments Only				
Date Received	Assigned Inspector			
Date Inspected	Inspection Agency			
Notes				

NSFM ANNUAL SCHOOL INSPECTION REQUEST FORM DIRECTIONS:

- Complete the Inspection Request form
- Attach the form to an email. Note in the subject line "School Inspection Request"
- Send the email to inspection@dps.state.nv.us or Fax: 775-684-7518
- Please schedule inspections a minimum of three (03) business days in advance; however, due to staffing levels or travel to remote locations around the State, the fulfillment of inspection requests may take longer.
- Once received, the assigned Inspector will contact you to confirm a mutually agreed upon date and time for the inspection. It is vital that the provided contact information is accurate.
- If you are not contacted within two (02) business days of submitting your request, please call: (775) 684-7510.
- Scheduling and canceling ALL inspections must occur through the Carson City office of the Nevada State Fire Marshal Division. You <u>may not</u> schedule or cancel your inspection directly with the assigned Fire Inspector or Officer.
- Same day inspection cancellations must be received PRIOR to the assigned Fire Inspector or Officer arriving onsite, and <u>must be delivered directly to a staff member at the Carson City office</u> of the Nevada State Fire Marshal Division.

To cancel the day of the scheduled inspection, please call: (775) 684-7510.

- If an inspection fails, or is not ready a reinspection fee *may* be charged. This fee will be calculated, sent to you as an invoice, which must be paid before you schedule the next inspection.
- Prior to scheduling an inspection, it is your responsibility to verify that the school is ready for the inspection. This includes performing system pre-tests, walking the complex for completeness, etc.