

MOU QUARTERLY REPORT FORM INSTRUCTIONS

The MOU Quarterly Report form was created to collect information to monitor the fire safety inspection activity throughout the State. Copies of permits are not required to be forwarded with the quarterly report, but must be maintained and be accessible for auditing, when given prior notice. All fields of information on form are required to be completed.

Jurisdiction Information

- Jurisdiction Office: Jurisdiction Name, Address, City, State, Zip, and Phone Number
- Reporting Period: Span of activity being reported should be by the Quarters identified by the Office of the State Fire Marshal 1st Quarter (January – March), 2nd Quarter (April – June), 3rd Quarter (July – September), and 4th Quarter (October – December). **May be noted as 1st Quarter, Year; or as January-March, Year.**
- Date Submitted: Should be dated and sent to OSFM before the end of the month following each Quarter.
- Submitted by: Primary contact for questions relating to report

Inspection Information

- Inspection Date: Date inspection was conducted
- Type of Inspection: Annual, semi-annual, construction, etc.
- Violations: Number of new, old, or corrected violations noted at this inspection. Do not leave a blank, put a 0 if there were no particular violations. **Violations shall be noted per building, not grouped for multiple buildings.**
- Organization: Name of school, building, etc.
- Address: Number, street and building number (if applicable) **Some facilities have separate buildings and shall be noted as such on the report by their address (Example: 1234 W. Main Street, Bldg 7). Do not group multiple buildings on a single line. The following buildings listed under that address shall contain the full address (Correct Example: 1234 W. Main Street, Bldg 8; Incorrect Example: Bldg 8). If one fee covered the inspection of all of the buildings at a particular address, then note the fee for the first building only. It will be assumed that all buildings for the same address are covered under the single fee.**
- City: Avoid abbreviations
- State: AZ
- Zip: 5 digit zip code
- Type of Building: Place an X in the appropriate building type (public school, charter school, private school, county bldg, or state bldg)
- Fees: What was the fee collected for this permit or inspection