

**IBU-INCIDENT BASE UNIT INCIDENT INSPECTION CHECKLIST Date: \_\_\_\_\_ Time: \_\_\_\_\_**

INCIDENT NAME: \_\_\_\_\_

INCIDENT NUMBER: \_\_\_\_\_ RESOURCE #: E-\_\_\_\_\_

COMPANY/CONTRACTOR: \_\_\_\_\_

AGREEMENT NUMBER: \_\_\_\_\_

NAME OF MANAGER ON SITE: \_\_\_\_\_

**EQUIPMENT REQUIREMENTS – INCIDENT BASE UNIT, Type Two**

#	Minimum Equipment Requirements	Yes	No
---	<i>(Not all inclusive, for additional items and clarification refer to contract – Section D)</i>	----	----
1	Agreement: Contractor shall arrive at the Incident with one copy of the complete Agreement and retain one copy in their possession at all times. (D.8)		
2	Check-In Process: Completed, which includes Finance. (D.8)		
3	Trailers: Five Each; Minimum 8 ft. wide with minimum 10 ft. of inside working space x 28' – 40' maximum length with 2 entry doors (32" wide). Side slide-outs are acceptable to meet maximum working space. (D.2.1.2.1)		
4	Awnings: Workable, at least 16' in length, per trailer (D.2.1.2.1)		
5	Outside Doorway Lights: (2 per trailer), minimum 100 watt or equivalent (D.2.1.2.1)		
6	Steps and Landings: One unit per trailer, at each entry way, with hand rails, (meets OSHA standards) (D.2.1.2.1)		
7	Wall Divider with Doorway: Inside at least 2 of the trailers (D.2.1.2.1)		
8	Headroom: Floor to ceiling inside trailers, no less than 6 feet 8 inches (D.2.1.2.1)		
9	Desk tops: Desk top work space in each trailer; extends length of trailer, opposite of entry doorway (D.2.1.2.1)		
10	Chairs: Office style swivel chairs with rollers, 25 each, (5 each per trailer) (D.2.1.2.1)		
11	Air Conditioning and Heating Units: 1 each per trailer (D.2.1.2.1)		
12	Phone jacks: 6 per trailer (2 per workstation). Wired to a single standard phone punch block located on outside of each trailer (D.2.1.2.1)		
13	Network switch: Switch has 16 Ethernet ports with Auto Uplink port. One per trailer, each permanently mounted (D.2.1.2.1)		
14	Windows: 2 per trailer, minimum. 24" x 24" with operable coverings (D.2.1.2.1)		
15	Bulletin board: At least 64 square feet, per trailer (D.2.1.2.1)		
16	Telephones: 10 each. Handsets push button type, 5 are speaker phones (D.2.1.2.19)		
17	Copy Machine: Heavy duty, with paper (D.2.1.1.7)		
18	FAX machine: Heavy duty, laser type (D.2.1.2.8)		
19	Paper Shredder: Capable of shredding 20 legal size sheets of paper at once (D.2.1.2.9)		
20	Tables: 20 each. Folding type, 8 foot length (minimum) (D.2.1.2.14)		
21	Chairs: 120 each. Folding type, durable, splinter free (D.2.1.2.15)		
22	Garbage Cans: 40 each, minimum 33 gallon, with trash bags (D.2.1.2.20)		

#	<u>Minimum Equipment Requirements - continued</u>	<u>Yes</u>	<u>No</u>
23	Information Boards: 2 each. Minimum size 4'x 8', free standing, two sided (D.2.1.2.16)		
24	Briefing Area Equipment (Stage), elevated 18 inches minimum off ground, 8ft. deep x 16ft. wide minimum surface area made of aluminum or durable material that has non-slip surface at least 1/2" minimum thickness. All wood stages are not acceptable. Stage shall have a backdrop minimum of 8ft. high x 12ft. wide for posting of maps and other pertinent fire information. Stage shall have stairs minimum 3 ft. wide with OSHA approved handrails. Stage and backdrop need to be supplied with lighting for adequate nighttime viewing by briefing audience. (D.2.1.2.17)		
25	Public Address System: 1 each. 150 watts (minimum), with bass and treble controls, 2 free standing speakers, mixer for 2 microphones and 1 remote microphone (D.2.1.2.18)		
26	Generators: 2 each. One of which are 75 kw (minimum), and the other one is 25 kw. (Note: generators must be "quiet" type and be sufficient to supply electricity to trailers and tents). Power cords and accessories will be supplied by contractor. (D.2.1.2.3)		
27	Light Towers: 2 each. 300 watts (minimum capacity). (Note: Generators for towers must be "quiet" type) (D.2.1.2.6)		
28	Light Poles: Free standing, 5 each, (each bears UL Laboratories label) (D.2.1.2.6)		
29	Electrical Raceway: 100ft (minimum). Capable of supporting vehicle traffic (D.2.1.2.5)		
30	Forklift: Minimum lifting requirement of 6,000 lbs. Pneumatic tires, all-terrain. (Note: Contractor must provide qualified, OSHA trained and approved operators, certificates of training must be available at each incident). Must pass mechanical (OF-296) Inspection (D.2.1.2.12)		
31	Pallet Jack: 1 each. Standard pallet jack (D.2.1.2.13)		
32	Refrigeration Truck/Van: 40-foot trailer (minimum). 2 doors (rear and side access). Steps with landing and handrails (OSHA approved). Equipped with freezer partition, and a minimum of 64 square feet of shelving (D.2.1.2.11)		
33	Tents: 2 each. One of which is 19' x 35' (minimum), and the other a minimum of 20' x 20'. Each tent will have a floor (carpet or other suitable flooring material), Insulation kit, air conditioning or evaporative coolers, ADA accessible (double doors to meet ADA width requirements and appropriate ramp to meet the door sealer height requirement). (D.2.1.2.2)		
34	Hand Washing Unit: 10 sinks (minimum). Capable of maintaining hot and cold running water. (Note: Contractor shall furnish soap and towels). Minimum 200 gallons of potable water storage (bladder bags are not acceptable for potable) and 500 gallons gray water storage capacity each. If bladder bags are used they must be labeled Gray Water, with actual capacity size (in gallons), letters no smaller than 4 inches (D.2.1.2.10)		

 Equipment meets agreement specification Equipment does not meet agreement specificationsInspector: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and sign)Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and sign)**REMARKS:**


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