

**IBU TYPE 1 INCIDENT INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

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

ATTENDANTS/OPERATORS NAMES: \_\_\_\_\_

**EQUIPMENT and OPERATOR REQUIREMENTS – INCIDENT BASE UNIT-TYPE 1**

#	<b>Minimum Equipment Requirements</b>	<b>Yes</b>	<b>No</b>
---	<i>(Not all inclusive, for additional items and clarification refer to contract – Section D)</i>	----	----
1	<b>Agreement: The Contractor shall arrive at the Incident with one copy of the complete agreement and retain one copy in their possession at all times</b> (D.8)		
2	<b>Trailers: Ten Each; 10' wide x 28' to 35' maximum lengths. 2 entry doors per trailer minimum 32" wide</b> (D.2.1.1.1_a)		
3	<b>Electrical Hook-ups: Pre-fabricated (plug and play), (junction / spider boxes available on each trailer)</b> (D.2.1.1.4)		
4	<b>Awnings: Workable, at least 16' in length, per trailer</b> (D.2.1.1.1_i)		
5	<b>Outside light at each entry way (Minimum 100 watt or equivalent)</b> (D.2.1.1.1_j)		
6	<b>Steps and Landings: One unit per trailer, at each entry way, with hand rails, (meets OSHA standards)</b> (D.2.1.1.1_f)		
7	<b>Wall Divider with Doorway: Inside at least 5 of the trailers in a 1/3 x 2/3 configuration</b> (D.2.1.1.1_b)		
8	<b>Headroom: Floor to ceiling inside trailers, no less than 6 feet 8 inches</b> (D.2.1.1.1_k)		
9	<b>Desk tops: Desk top work space in each trailer minimum of 28" – 32" high by 24" - 30" deep running the length of the trailer, opposite of entry doorway</b> (D.2.1.1.1_c)		
10	<b>Chairs: Office style swivel chairs with rollers, 5 each per trailer, (50 chairs total)</b> (D.2.1.1.1.d)		
11	<b>Air Conditioning and Heating Units: 1 each per trailer</b> (D.2.1.1.1)		
12	<b>Phone jacks: 6 per trailer, wired to a single standard phone punch block located on outside of each trailer</b> (D.2.1.1.1_e)		
13	<b>Network switch: Switch has 16 Ethernet ports with Auto Uplink port. One per trailer, each permanently mounted</b> (D.2.1.1.1_m)		
14	<b>1 inch holes: On each end wall of each Trailer located in lower back corner of the end wall 2" up from floor with a rubber grommet or similar. 2 – 1" holes in center wall of each trailer, one 2 inches off back floor and one 2 inches down from ceiling against back wall</b> (D.2.1.2.1_n_o)		
15	<b>Windows: Minimum 2 per trailer, 24" x 24" with openable window coverings</b> (D.2.1.1.1_h)		
16	<b>Bulletin board: Minimum 64 square feet bulletin board type wall space, per trailer</b> (D.2.1.1.1_g)		
17	<b>Telephones: 20 each. Handsets push button type, 10 are speaker phones</b> (D.2.1.1.19)		
18	<b>Copy Machine: Heavy duty, with paper</b> (D.2.1.1.7)		
19	<b>FAX machine: Laser type, heavy duty</b> (D.2.1.1.8)		
20	<b>Paper Shredder: Capable of shredding min. 20 sheets legal size paper at a time</b> (D.2.1.1.9)		
21	<b>Folding Tables: Durable, splinter free with smooth surface, 8 foot, 20 tables</b> (D.2.1.1.14)		
22	<b>Folding Chairs: Durable, splinter free, 120 each</b> (D.2.1.1.15)		

#	<u>Minimum Equipment Requirements - continued</u>	Yes	No
---		----	----
23	<b>Garbage Cans: Minimum 40 (durable), 33 gallon min. with garbage can liners</b> (D.2.1.1.20)		
24	<b>Information Boards: 2 each. Minimum size 4'x 8', free standing, two sided</b> (D.2.1.1.16)		
25	<b>Briefing Area Equipment: Stage, elevated 18" off ground, 8' deep x 16' wide surface area made of ½" plywood min. with backdrop 8' high x 12' wide. Supplied with adequate lighting</b> (D.2.1.1.17)		
26	<b>Public Address System: PA System min. 150 watts, bass and treble controls, 2 free standing speakers, mixer for 2 microphones and 1 remote microphone</b> (D.2.1.1.18)		
27	<b>Generators: (3) Minimum of 2 min. 75 kw generator and one each min. 25 kw generator sufficient to furnish electricity to trailers and tents. Power cords and accessories will be supplied by contractor. (Must be "quiet type")</b> (D.2.1.1.3)		
28	<b>Area Lighting: 2 light towers each plus exterior lighting on each trailer min. 300 watts.</b> (Note: Generators for towers must be "quiet" type) (D.2.1.1.6)		
29	<b>Light Poles: Free standing, 5 each, (each bears UL Laboratories label)</b> (D.2.1.1.6)		
30	<b>Electrical Raceway: 50ft of electrical raceway capable of supporting vehicle traffic</b> (D.2.1.1.5)		
31	<b>Forklift: With operator, minimum lifting requirement of 6,000 lbs. Pneumatic tires for off-pavement or uneven surfaces (all terrain). Note: Contractor must provide qualified, OSHA trained and approved operators, available 24 hours a day. Must pass mechanical (OF-296) Inspection</b> (D.2.1.1.12)		
32	<b>Pallet Jack: 1 each. Standard pallet jack</b> (D.2.1.1.13)		
33	<b>Refrigeration Truck/Van: 40 foot trailer (minimum). 2 doors (rear and side access). Steps with landing and hand rails (OSHA approved). Equipped with freezer partition, and a minimum of 64 square feet of shelving</b> (D.2.1.1.11)		
34	<b>Wheelchair Lift Station: ADA certified. Capable of use on any trailer</b> (D.2.1.1.1_1)		
35	<b>Tents: 2 each. One shall be a min. of 19' x 35' with side curtains. One tent shall be a minimum of 20' x 20'. Tents shall not have a center tent poll. Each will have a floor, air conditioning or evaporative coolers, and ADA accessible (double doors)</b> (D.2.1.1.2)		
36	<b>Hand Wash Station: Min. 8 sinks. Self-contained to include power source or generator for lighting and heating of water. 1 mirror for each sink or one solid mirror and adequate lighting.</b> (D.2.1.1.10)		
37	<b>Hand Wash Station: Min. 200 gallon Potable water storage, bladder bags are <u>not</u> acceptable. Must comply with Potable Water Truck standards</b> (D.2.1.1.10)		
38	<b>Hand Wash Station: Min. 500 gallon storage of Gray water. All bladder bags shall have the size and use labeled on them in a conspicuous place in letters and numbers no less than 4" in height. All hoses shall be labeled at both ends</b> (D.2.1.1.10)		
39	<b>Hand Wash Station: Each wash basin shall provide hot and cold water through a mixing faucet that allows for washing of both hands while water is running and have continuous hot water heating capable of maintaining up to 110 degrees F. Each basin shall have the ability to hold water with built in or permanently attached stoppers. Min. of one liquid soap dispenser and one paper towel dispenser for every two sinks</b> (D.2.1.1.10)		

 Equipment meets agreement specifications

 Equipment does not meet agreement specifications

