



**CITY OF HOUSTON**  
Fire Department

## Interoffice Memorandum

**To:** Chief S. Pena

**From:** Assistant Fire Chief Jerry Ford

**Date:** Monday, February 27, 2017

**Subject:** LSB Inspection Model

We try to inspect Apartments, Hotels and Motels based on manpower; currently, there are four openings between the North and South apartment teams. We are averaging 35 Apartment locations per Inspector per year. Therefore; we inspect 611 Buildings per year per Inspector.

- With the 4,818 know Apartments that we have, it will take over 10 years to complete a general inspection of all the apartment in the city.

Day cares inspections are permit driven and are required by the State of Texas. They are inspected yearly if they are register with the State of Texas. If they are not registered, then we have no ideal they are there unless a complaint is called in.

Best Regards

A handwritten signature in cursive script, appearing to read "Jerry Ford".

**Jerry Ford**  
Assistant Fire Chief  
Houston Fire Department  
*The World's Largest Accredited Municipal Fire Agency*