



Office of the Illinois State Fire Marshal

Public School Inspection Submission Process

1	<p>Click <i>Log On</i></p> <p>Select AHJ: Office of the State Fire Marshal</p> <p>Click <i>Start An Inspection</i></p>	
1a	<p>(Select Address)</p> <p>Enter the Street Number first and click on <i>Find Matches</i>. This will populate a list of addresses in our system that have a variation of the Street Number you entered i.e. 500 will get you <u>1500</u>, <u>5001</u>, <u>25003</u> etc. If you need to narrow the search down further enter the Street Name and click <i>Find Matches</i> again. i.e. if full address is 500 West Bryn Mawr Avenue <u>just enter Bryn</u> in the Street Name box. This will populate a shorter list of addresses in our system with both 500 and Bryn in the address making it easier for you to select the address you need. You can also click on the Street Name Suggestions if found. Click <i>Select</i> to the right of the address field.</p> <p>NOTE: The majority of schools should already have addresses in the database. If you come across an address with an incorrect Zip Code please make a note of this in the comments section on Step 6 rather than create a new address.</p> <p>If the address is not there, Click <i>I can't find the Job Site Address</i> and enter address accordingly (please make a note of this new addition in the Comments Section)</p>	



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<p>2a (Select Occupant) Click <i>Select</i> to the right of the Occupant you are inspecting (there may be multiple occupants in your structure). You will be asked “Does (occupant) still occupy this space? Click Yes</p>	
<p>3 (Contact Information) Click <i>Select</i> beside your current contact or Click <i>I can't find the Contact</i> and enter the Contact information on the next screen</p>	
<p>4/5 (Inspection Type) Click the <i>calendar</i> to enter Inspection date or Click <i>Today</i> if you upload inspection same day. Click <input type="checkbox"/> beside Public School.</p> <p><u>Deficiencies</u> Select appropriate box(s) for Deficiencies Critical, Non-Critical or None</p> <p>Click <i>Critical Violations</i> or <i>Non-critical violations</i> based on the criteria defined by the Office of the State Fire Marshal.</p> <p>NOTE: Please review the definitions for Critical and Non-critical on the link to right of None</p> <p>Comments may be added in the General Comments box.</p> <p>Click <i>Save & Continue</i></p>	



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<p>6</p> <p>(Review)</p> <p>Check the address, occupant and contact information fields are correct.</p> <p>Click <i>Browse</i> to upload your inspection (Only the most up to date and current Public School inspection ROE Checklist or the Fire Service Checklist can be used as part of this inspection program as these forms are updated annually).</p> <ul style="list-style-type: none"> - Each file must be less than 10 MB. Click compress.smallpdf.com to reduce the size of larger documents <p>Click <i>Submit Inspection</i></p> <p>You will be asked "Submit this inspection? Click OK</p> <p>A confirmation email will be sent to you once your inspection has been accepted and approved.</p> <p>NOTE:</p> <p>You can also Click <i>Print Preview</i> if you would like to print a copy of what you are about to submit or Click <i>Email Tool</i> if you would like to email it to yourself or someone else.</p>	
<p>7</p> <p>At this point you are taken back to the Main Menu where you will find a complete listing of the reports submitted or that you are in the process of.</p>	
<p>8</p> <p>If you have questions or run into a problem, please call or email the MobileEyes Help Desk. The Help Desk information is also available in the upper right corner of the Contractor Inspector Portal site.</p> <p>Our Administrative Assistant is also available for any problems or issues that you may encounter during the Registration, Search or Submission processes.</p>	<p>Help Desk: 866-442-9002 (8a – 8p EST) Email: help@mobile-eyes.com</p> <p>Administrative Assistant: Mindy Reynolds 217-785-4714 Melinda.Reynolds@illinois.gov</p>