

Please Include the Following in Your Plan of Correction

The Plan of Correction (POC) needs to address the following:

- Please submit a written plan of correction addressing all orders and cited items.
- Explain who fixed the item (if it was someone on your staff, use their title and if it was a company, use the company name). Also include the specific date each item will be corrected by.
- Explain how the deficiency will be corrected (including materials used and dates). Explain in detail how the item will be fixed.

NOTES:

- Please include the brand and type of the fire caulk used to seal openings.
- Holes and penetrations over 1/2-inch in size cannot be sealed with fire rated caulk.
- Contractors working on fire alarm and fire extinguishing systems must be appropriately certified and/or licensed.
- To speed up the plan of correction process, please enclose the above information in the plan of correction. The plan of correction may not be approved until this information is obtained.
- Please copy Kathryn Blake at blake@dps.state.ia.us on all email plan of correction submittals.

If you have any questions about plan of correction submittal, please contact the Fire Inspector who conducted your inspection or assigned to your location.

Current territory assignments and contact information are available on the Iowa State Fire Marshal Fire Prevention webpage (<https://dps.iowa.gov/divisions/state-fire-marshal/fire-prevention>).