

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949
www.franklinma.gov

OFFICE OF THE TOWN ADMINISTRATOR

July 17, 2020

To: Town of Franklin Residents, Businesses & Visitors

From: Jamie Hellen, Town Administrator

Re: Town Inspections

Beginning July 20, 2020, all town inspections will resume to full operation. These Departments include the Town Building & Inspections Department, Board of Health, Board of Assessors, Public Works and Fire Department for all residential and commercial-industrial properties. Each department may have slightly different protocols, but all will adhere to the minimum standards used by the Franklin Fire Department.

If you are a residential homeowner or commercial/industrial property owner, please call the respective office to inquire about how you can schedule your inspection. Inspections may be completed for work completed during the COVID-19 state of emergency or for work moving forward. All property owners should ensure their structures are properly permitted to ensure public safety and successful sale at the time of any transaction.

- Building & Inspections Department - Gus Brown, Building Commissioner (508) 520-4926
- Board of Assessors - Kevin Doyle, Principal Assessor (508) 520-4920
- Board of Health - Cathay Liberty, Health Director (508) 520-4905
- Fire Department - Joe Barbieri, Deputy Fire Chief (508) 528-2323
- Public Works - Mike Maglio, Town Engineer (508) 553-5500

Enclosed: Fire Department Minimum Standards for Inspections.



James G. McLaughlin, Fire Chief

Town of Franklin
Fire Department
40 West Central St.
Franklin, Massachusetts 02038

Tel. (508) 528-2323
Fax. (508) 520-4912

Joseph S. Barbieri, III, Deputy Fire Chief
James P. Klich, Deputy Fire Chief

Town Inspectors,

Below are recommended guidelines for you to use during the COVID-19 re-entry inspections.

COVID-19 Safety Checklist for Inspectors

- DO NOT report for work if you do not feel well.
- Complete employee daily COVID-19 pre-screening
- Use hand sanitizer or wash hands before inspection.
- The responsible party should pay the appropriate fee online or leave a check out in a conspicuous place.
- Some projects may have a site specific COVID-19 Officer, so consult with this person before inspecting. Confirm that residents and/or workers at the inspection address DO NOT have signs or symptoms including:
 - Fever
 - Cough
 - Sore throat
 - Close contact with a positive case
 - Note: reschedule the inspection if needed.
- Ask parties not required for the inspection to leave the building until the inspection is completed.
- WEAR PROPER PPE during the inspection including:
 - Facial covering or surgical mask
 - Eye protection
 - Disposable gloves may be used if the inspector must touch a potentially contaminated surface. Decontaminate gloves with hand sanitizer before removing. Be sure to throw used gloves in a trash barrel.
 - Wear cut resistant or safety gloves when indicated
- NO handshaking.
- Maintain 6 ft. social distance.
- Issue compliance certificates online or leave in a conspicuous place. Noncompliance issues will be addressed electronically.
- Clean all tools, pens, laptop, etc. after each inspection before returning to your vehicle.
- Use hand sanitizer again before getting into your vehicle after the inspection.

The Franklin Fire Department is committed to providing the highest level of public safety services for our community. We safely protect lives and property through fire suppression, training, emergency medical and transportation services, disaster and crisis management, fire prevention and public education.