ANDRE DICKENS
MAYOR

CITY OF ATLANTA
FIRE RESCUE DEPARTMENT
226 PEACHTREE STREET SW
ATLANTA, GA 30303-3749
PHONE: 404-546-7000
ICHIEFS ID - ATLFDHQ

RODERICK M. SMITH
FIRE CHIEF

FIRE SAFETY OFFICER (FSO) REQUEST FORM

PAYER/CUSTOMER: _____

BILLING ADDRESS: _____

CITY, STATE, ZIP _____

ATTENTION: _____

EMAIL ADDRESS: _____ PHONE # _____

EVENT/HAZARDS _____

LOCATION: _____

Date(s)	Start Time	Finish Time	Total Billable Hours

As staffing permits, AFRD hereby agrees to furnish, and Payer/Customer hereby agrees to accept and pay for, the requisite services of a Fire Safety Officer, subject to the following terms and conditions amongst others adopted by AFRD:

1. Said event/activity will require approximately_____hours of service by a Fire Safety Officer, to be provided at an hourly rate of **$65.00** per hour, which totals $_____. A four hour minimum is in effect for all FSO requests.
2. Inspections of pyrotechnic, flame, explosive, and other similar special effect demonstrations for AFRD approval will cost $260.
3. Failure to provide a forty-eight (48) hour notice will result in a per hour rate of $97.50 per hour (1.5 times standard rate).
4. If a 48-hour notice is not provided before cancellation or rescheduling a fire watch, payment for the full time requested at $65 per hour will be due at the planned conclusion of the requested fire watch
5. Payment for fire watches is due immediately at the end of a work cycle, immediately after the termination of the need of a fire watch, or as may be agreed to by all parties (the fire watch requester, the fire safety officer, and the fire safety officer coordinator).
6. Fire watches for new productions/events/venues with no prior AFRD fire safety officer invoices on record must be paid prior to FSO's being provided (exemptions may bemade at AFRD CRR's discretion).
7. Fire watches lasting longer than twelve (12) hours, will be paid at $97.50 per hour for every hour after the 12th up until the 14th hour.
8. Fire watches lasting longer than fourteen (14) hours, will be paid at $97.50 per hour for every hour after the 12th up until the 14th hour, and then at $130 per hour every hour after the 14th.
9. Overtime rates shall be determined in 15 min increments.
10. There will be no time deductions for meals.
11. Holiday pay is $97.50 per hour and is applicable on all City of Atlanta holidays. The days before and after Christmas, Thanksgiving, and New Year's Day are also to be considered holidays. All pay rate escalations and stipulations will use holiday pay as the base rate on the above noted holidays.

Please send this form when completed to Lt. Ptahman Abuptah at pabuptah@atlantaga.gov

Signature of Payer/Customer | Print Name and Title of Payer/Customer | Date