



To all Arizona In-State Factory Built Building Manufacturers,

I would first like to introduce myself. My name is Michael Frary and I am the Factory Built Building (FBB) Program Manager with the Arizona Department of Housing, Office of Manufactured Housing. I have been in this position for approximately three years now. Many of you will remember David Meunier, my predecessor, he has since taken the well deserved long vacation called retirement.

A lot has transpired in the FBB industry over the last three years. The state has seen an unprecedented rise in the construction of FBB units, including multi-story, multi-building apartment complexes. With this growth, there have been a lot of learning curves, the need for additional staff, and needed changes to the program. In the last 6 months, 4 additional staff have been added to the FBB program to include an Administrative Assistant, two Factory Inspectors, and a commercial FBB Installation Inspector. Though you might only deal with one or two of us, we do work as a team to help advance the FBB program for the State.

With the additional FBB staff, we will be making some program changes. Beginning January 1, 2025, the Department will no longer rely on third-party inspection companies to perform factory inspections. This change does not affect the installation side of the program. Though few use them currently, this should not be a significant change for the manufacturers. As most of you know, the State has adopted Salesforce for our new database. This program will be utilized to request inspections. Please remember that the requested date should be a few days out and you will receive confirmation from an Inspector or Admin staff to confirm the date and time. As a reminder, and similar to using a third party, these inspections are billable.

Another big change to the program will be quarterly or bi-annual inspections depending on how often our Inspectors are in the plants. If we are in the plants a few times per month, to inspect the production of units, we will likely be able to perform a quarterly inspection while on site. These inspections are a requirement of the program and will also be a billable expense to the manufacturer. These inspections will be different from a traditional inspection, which is just to inspect the production line. It will include an extensive review of the Compliance Control Manual, the procedures listed in the manual such as material tracking, handling of damaged material, facility layout, tracking procedures, quality control processes, issue resolution, etc. This list is not an exclusive list, as the inspection is an entire review of the manufacturer and the method the units are being produced to ensure compliance with State Statutes, Administrative Code, adopted building codes, and program requirements.

As there have been many changes to the program, from plan review to installation, if you have questions feel free to contact me or Felicia Benson, who is the FBB Administrative Assistant. The best way to reach us will be by email. I can be reached at Michael.Frary@azhousing.gov and Felicia at Felicia.Benson@azhousing.gov. It would be best to send an email to both of us as I am not always in the office and Felicia might be able to respond more promptly.