



Seattle Fire Marshal's Office
220 3rd Avenue South, 2nd Floor
Seattle, WA 98104
(206) 386-1450

REPORT OF IMPAIRED SYSTEM

For planned or emergency impairments to fire protection systems with a duration of more than 8 hours
SFD Administrative Rule 9.04

SECTION 1: REPORTING PARTY INFORMATION Name of person reporting impairment: _____ Phone number: _____ Email: _____ Company name: _____ Date: _____ Time: _____	SECTION 2: BUILDING INFORMATION Building name: _____ Building address: _____ Building owner or occupant: _____ Occupant's phone (if known): _____ Email address: _____
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SECTION 3: IMPAIRED SYSTEM INFORMATION

I am reporting a: Planned Impairment Emergency Impairment

System affected and specific location: _____

Nature of impairment: _____

Technician: _____ Phone: (_____) _____ Email: _____

Impairment coordinator: _____ Phone: (_____) _____ Email: _____
(Property owner or designated agent)

SECTION 4: MITIGATION MEASURES – Complete applicable section below

Planned Impairment (to be completed by Impairment Coordinator)	Emergency Impairment (to be completed by Technician)
Impairment period start: Date: _____ Time: _____	Technician name: _____
Impairment period end (estimated): Date: _____ Time: _____	Phone: (_____) _____ Email: _____
Fire watch scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected to last 8 hours or more? <input type="checkbox"/> Yes <input type="checkbox"/> No
Building occupants notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Impairment coordinator notified of impairment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Onsite responsible representative: Name: _____	Impairment coordinator notified that a fire watch is required by SFD? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Means of notification: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email

INSTRUCTIONS FOR NOTIFYING THE SEATTLE FIRE DEPARTMENT OF SYSTEM IMPAIRMENTS

SFD must be notified immediately regarding any emergency impairment that is anticipated to last more than eight hours. SFD must be notified a minimum of five business days in advance of planned impairments that will last more than eight hours. The notification process has two mandatory steps:

1. Email this form to the Seattle Fire Department at SFD_Impairments@seattle.gov.
2. Call the SFD impairments hotline at (206) 233-7219 and leave a message.