

Administrative Rule 9.02.14

SUBJECT: INSPECTION, TESTING AND MAINTENANCE REQUIREMENTS FOR FIRE PROTECTION SYSTEMS	EFFECTIVE DATE: April 4, 2014
REFERENCES: Seattle Fire Code NFPA 10, 11, 12, 12A, 15, 16, 17, 17A, 25, 72, 92A, and 92B	SUPERSEDES: Administrative Rule 9.02.09, January 12, 2009.
	FCAB REVIEW DATE: January 21, 2014
NOTICE: Notice: Administrative Rules are established per Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.8 Modifications, Section 104.9 Alternate Materials and Methods, and Section 108.1 Appeals.	APPROVED: _____ JOHN NELSEN, FIRE MARSHAL

Section 1. SCOPE

This rule shall apply to inspection, testing and maintenance requirements for fire protection systems and equipment as defined in the Seattle Fire Code, and any other systems as set forth by the fire code official.

Exceptions:

1. NFPA 13D sprinkler systems.
2. Single and multiple station smoke alarms.
3. Fire hydrants and fire service mains owned by the city of Seattle.

Section 2. DEFINITIONS

For the purposes of this rule the following words and terms have the meanings indicated below:

Certified Technician. A technician currently certified by the Seattle Fire Department in accordance with Seattle Fire Department Administrative Rule 9.01.13, and any future revisions of this rule adopted by the fire code official.

Deficiency. A condition in which a system or portion thereof is damaged, inoperable, or in need of service, but does not rise to the level of an impairment.

Emergency Impairment. An abnormal condition where a system, component, or function is out of service due to an unexpected deficiency.

Impairment. A condition where a fire protection system or unit or portion thereof is out of service, and the condition can result in the fire protection system or unit not functioning in a fire event.

Impairment Coordinator. The person responsible for the maintenance of a particular fire protection system.

Impairment Tag. A red tag used to indicate that a system, or portion thereof, has been removed from service

Planned Impairment. An abnormal condition where a system, component, or function is out of service due to work that has been planned in advance.

Service Tag and Label. A white or yellow tag or label with black type formatted in accordance with this rule used for the purpose of indicating the status of life safety system.

Test Report. A complete record of a fire protection system test, including problems found and any corrections made.

Testing. A procedure used to determine the status of a system to verify it is operating as intended by conducting periodic checks on fire protection systems such as waterflow tests, fire pump tests, shaft pressurization tests, fire alarm tests etc. The term “testing” includes acceptance testing, reacceptance testing and confidence testing.

Section 3. INSPECTION, TESTING AND MAINTENANCE REQUIREMENTS

All fire protection systems are required to be inspected, tested and maintained in accordance with applicable NFPA standards by individuals who have obtained the proper certificate from the fire code official in accordance with Administrative Rule 9.01.13, *Certification for Installing, Maintaining and Testing Life Safety Systems and Equipment*, and any future revision of this rule adopted by the fire code official.

Exception: Although national standards generally require standpipe testing every five years, in Seattle marina standpipes are required to be tested annually.

An anniversary date will be established one year from the date of the initial system acceptance test for all new fire protection systems. The anniversary date shall remain fixed and establish the due date each year for subsequent tests.

Fire alarm systems in high rise buildings may have one fourth of the entire system tested quarterly so that the entire system is tested annually.

Section 4. TEST RECORDS

A record of all system inspections, testing and maintenance must be maintained on the premises for a minimum of three years and must be copied to the fire code official upon request. Records may be electronic or printed documents. Additionally, in conjunction with the tags required by the next section, a hard copy of the most recent fire alarm report shall be located at the fire alarm control panel, and a hard copy of the most recent fire sprinkler system report shall be maintained at the main control valve. A test report is not required for portable fire extinguishers.

All test report forms must be consistent with requirements in applicable national standards (e.g. NFPA 25 and/or NFPA 72) and must contain the following:

- Address of the system location.
- Name of certified technician conducting the test.
- Technician's Seattle Fire Department certification number.
- Date of the test.
- The location of the specific system must be clearly identified.

Section 5. MARKING FIRE PROTECTION SYSTEMS

A service label or tag conforming to this section shall be securely attached to each fire protection system or item of fire protection equipment at the time of initial acceptance testing, and after all subsequent inspection, testing and maintenance. The following information shall be printed on all yellow or white service tags or labels:

1. The words "**DO NOT REMOVE BY ORDER OF THE FIRE MARSHAL.**"
2. Name, address and telephone number of the business or firm performing the testing.
3. Date that work was performed.
4. Printed name of person performing work.
5. Seattle Fire Department certification number of person performing work.
6. Description of work performed.

WHITE TAG – No Deficiencies

Systems with no deficiencies shall be tagged with a white service tag or label.

Note: If the system has any deficiencies listed on the test report, then it cannot be certified as a white tag.

The tag or label shall be of the self-adhesive type or the wire-hanging type; the following format should be used for all white service tags and labels:

No DEFICIENCIES			
DO NOT REMOVE By Order of the Fire Marshal	Year	Month	Next Due Date
	Testing Firm		
	Address		
	Phone		
	Serviced by		
	Seattle Fire Dept. Certificate No.		
Description of work			

YELLOW TAG – System Has Deficiencies

Systems that are functioning, but have deficiencies, shall be tagged with a yellow service tag or label.

The tag or label shall be of the self-adhesive type or the wire-hanging type; the following format should be used for all yellow service tags and labels:

SYSTEM DEFICIENCIES			
DO NOT REMOVE By Order of the Fire Marshal	Year	Month	Next Due Date
	Testing Firm		
	Address		
	Phone		
	Serviced by		
	Seattle Fire Dept. Certificate No.		
Description of deficiencies			

IMPAIRMENT (RED) TAG – Impaired System/System Out of Service

Fire protection system(s) that are impaired for any length of time shall be tagged with a red impairment tag.

The tag or label shall be clearly visible, weather resistant, of sufficient size (typically 4 inches x 6 inches) and be of the self-adhesive type or the wire-hanging type. The following format should be used for all red impaired system tags and labels:

IMPAIRED SYSTEM			
DO NOT REMOVE By Order of the Fire Marshal	Date and Time Impairment Began	Anticipated Date and Time System Will Be Returned to Service	Impairment Type <input type="checkbox"/> Planned <input type="checkbox"/> Emergency
	Testing Firm		
	Address		
	Phone		
	Serviced by		
	Seattle Fire Dept. Certificate No.		
	Impairment Coordinator		
Description of impairment:			

Note: The Seattle Fire Department must be notified when a system is anticipated to be impaired for eight or more hours. See the separate section below regarding mandatory notification requirements for impairments.

LOCATION OF SYSTEM TAGS

The table on the next page lists the location for placement of systems tags for non-impaired systems (yellow and white tags) and impaired systems (red tags).

Fire Protection System Type	Location of White and Yellow System Tags	Location of Red Impairment Tags
Alternative Extinguishing Systems (CO ² , clean agent, dry chem)	On the agent supply tank or pull device	Same as White/Yellow
Automatic Sprinkler Systems	On or adjacent to the sprinkler control valve	Same as White/Yellow, and at each fire department connection (FDC)
Emergency Alarm Systems (Haz Mat)	In a readily viewable location	Same as White/Yellow
Emergency Generators	On the control panel	Same as White/Yellow
Fire Alarm Systems	Fire alarm panel/annunciator	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Fire Pumps	On the pump controller	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Portable Fire Extinguishers	On the control valve of the extinguisher or cylinder	Replace Fire Extinguisher
Rangehood	Control valve of extinguisher or cylinder	Same as White/Yellow
Smoke Control Systems	On the manual control panel, or fire alarm control panel if no smoke control panel is installed	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Standpipe Systems	On or adjacent to the lowest outlet	Same as White/Yellow, and at each fire department connection (FDC)
Standpipe Systems – Marinas	On or adjacent to one fire department connection	At each fire department connection (FDC) where multiple connections are present

Section 6. NOTIFICATION REQUIREMENTS FOR IMPAIRMENTS

If a planned or emergency impairment is anticipated to take a system out of service for more than eight hours, the Seattle Fire Department must be notified in accordance with Administrative Rule 9.06.14 and any future revisions adopted by the fire code official..