

October 11, 2019

Dear SFD-Certified Technician of Fire Protection System(s),

This document includes helpful information about Seattle Fire Department programs in 2020 as you look ahead to business in the new year.

1. Systems Testing Report Submittal Timelines – Citation of \$373 for Late Reports

The fire code requires white- and yellow-tagged reports to be submitted to SFD using thecomplianceengine.com within 7 days, while red-tagged systems [must be reported immediately](#). Beginning in 2020, a new \$373 citation will be enforced for late report submittal.

To help your company avoid late penalties, we are notifying you now. Citations will not be written until 2020. We will also provide a transition period in early 2020 during which [only one citation per company per quarter will be written](#), rather than one citation per late report. We recommend you take steps now to ensure your team can consistently meet submittal timelines.

2. Preventable Alarms – Citation of \$373+

Beginning in 2020, SFD will issue a citation for preventable or “false” alarms when a building has 2 or more false alarms in a calendar year quarter (no penalty for 1 false alarm per quarter). Citations will be written to the building owner, who may seek your help – we are advising that proper testing and maintenance of fire alarms is the first line of defense (see Client Assistance Memo [#5970 “Preventable Fire Alarms or ‘False’ Alarms”](#)).

3. And Because You Asked Us...Fire Watch Requirements

During the citation outreach period in 2019, several companies requested more clarity regarding SFD fire watch requirements for impaired systems. We have updated Client Assistance Memorandum [#5991 “Fire Watch”](#) and section 7 of SFD [Administrative Rule 9.04.19](#). There has been no change to our current approved requirements, just a more reader-friendly organization of the information. We are also sharing this updated information with our on-duty personnel, per the stakeholders’ suggestion.

Thank you for helping us achieve well-maintained fire protection systems in Seattle to preserve lives and protect property. If you have questions, you can reach us by phone 206-386-1340 or email SFD_FMO_SystemsTesting@seattle.gov.

Respectfully,



Assistant Chief Timothy J. Munnis, Fire Marshal
Seattle Fire Department