



Seattle Fire Prevention Division
220 3rd Avenue South
Seattle, WA 98104
SFD_FMO_SystemsTesting@seattle.gov

REPORT OF SYSTEM INSTALLATION/ACCEPTANCE

EMERGENCY POWER GENERATOR	
Service Date	Report Number [Red or Yellow Tag Icon if Applicable]
AHJ	Status
Phone	Report Type
Reviewed by AHJ	Code Reference
INSPECTION & TESTING AGENCY INFORMATION	
Name	Phone Number:
(includes address)	Emergency Phone:
	Email:
INSPECTOR/TESTER INFORMATION	
Inspector:	Phone Number:
Licenses:	Expiration:
OCCUPANCY INFORMATION	
Premises Name:	Premises Address:
Contact Name:	Contact Phone:
Contact Address:	Contact Email:
Central Station Monitoring: ☐ Yes ☐ No ☐ N/A	Monitoring Required: ☐ Yes ☐ No
Monitoring Company Name:	Monitoring Company Phone:
GENERATOR INVENTORY	
GUIDELINES WHEN TO USE (or Not Use): Only create inventory and reports in TCE for (a) new systems or (b) confidence tests/ITM tests of existing systems. Do *not* use this form when requesting Temp Certif of Occupancy (TCO), do not use for remodels/TI's except if installing a new Generator system.	
INSTRUCTIONS FOR INVENTORY SECTION: All fields are mandatory at time of new system installation and encouraged for existing systems. Items marked with an (*) are mandatory for all reporting. After leaving this page, you will not be able to edit inventory, except by creating a new report.	
DOCUMENTS UPLOADED (This information is mandatory for new systems and encouraged for existing systems. Uploaded files shall have a short, descriptive name and date.)	
Attach the manufacturer's certification of a rated load test at rated power factor with the ambient temperature, altitude, and fuel grade recorded. (2019 NFPA 110 7.13.4.6.)	☐ N/A
Attach manufacturer-provided instruction manuals available, including detailed explanation of operation of the system, O&M instructions, parts list, and electrical wiring schematics.	☐ N/A
PERMITTING (This information is mandatory for new systems and encouraged for existing systems.)	
NFPA 110 Edition (Year):	
SDCI has approved/completed the mechanical permit:	☐ Yes ☐ No ☐ N/A
Mech Permit #	☐ N/A
SFD Special Hazards Unit has approved the 3402-Install Tank Permit for generator fuel (if applicable).	☐ Yes ☐ No ☐ N/A
SFD 3402-Install Permit # or App #:	☐ N/A
DESCRIPTION / INVENTORY (This information is mandatory for new systems and encouraged for existing systems.)	
Location of Generator:*	
Purpose of Generator/What Systems it provides standby power to (shoft descriptive statement for use by SFD responding companies):*	

Load Categories	List of Systems and Amps Required	Total Load (total for Level) (amps)	Over Current Capacity	
List Level 1 loads (emergency life safety) systems receiving power:	Example: Elevators, _____Amps Fire Alarm, _____Amps			
List Level 2 loads (other life safety) systems receiving power:				
List Level 3 loads (optional loads) receiving power:				
Total Over Current Capacity (Amps): 2019 NFPA 110 6.5.3:*				
LOAD TEST - UPDATE RESULTS ROW TO REFLECT MOST RECENT TEST				
	Amps	Volts	Hertz	
Generator Load Rating				
Test Results (full load)*				
REPORT OF PRE-TESTING FOR USE PRIOR TO AHJ INSPECTION AND SYSTEM ACCEPTANCE				
The items on the checklists below shall be tested. This list does not constitute all of the required acceptance criteria of the fire and life safety system. Refer to the CURRENT FIRE CODE AND REFERENCED NFPA 110 STANDARD and the MANUFACTURER'S INSTRUCTIONS for installation. ONLY SELECT N/A FOR ITEMS THAT DO NOT EXIST AT THE BUILDING, DO NOT USE N/A TO INDICATE THAT A TEST OR RESULT IS NOT AVAILABLE.				
PRE-TEST STEPS AND INFORMATION				
SFD Generator Acceptance Testing Process Recommendations for the Installing Contractor and General Contractor				
•This Acceptance Test provides SFD an assurance that new required generators serving life safety systems have been installed in a manner that is compliant with elements of 2021 SFC 1203 and NPFA 110. •The General Contractor is responsible for providing this form to SFD at the time the General Contractor is seeking SFD Final Okay for the building/project (or for TCO for occupied areas above floor 6 – See SFD Ad Rule 9.07). •SFD does not provide permitting for generators or witness acceptance testing. SFD does require this form as documentation of fire code compliant installation for generators that are required to provide standby/back up power for fire and life safety systems. •If the generator receives fuel from a tank, an SFD 3402-Install permit is required for the tank. This is handled by SFD's Special Hazards Unit (not the SFD New Construction Unit). See our website to obtain applications and inspections: www.seattle.gov/fire/business-services/permits •During the tank inspection, SFD will require the tank to be overfilled to test the overfill alarm. After the test, the General Contractor or Subcontractor should take steps to resolve any trouble on the fire alarm panel related to the overfill. Options: overfill alarm does not need to be supervised by the fire alarm panel (ensure the FA plan reflects this), or fueling contractor may remove the excess fuel to remove the alarm condition. SFD will not approve the fire alarm system in a new building if there are troubles on the FA panel.				
AVOID "FALSE ALARMS" TO FIRE DEPARTMENT BY PUTTING THE FIRE ALARM SYSTEM IN TEST MODE. Failure to place the Fire Alarm System (FAS) into test mode and/or taking other precautions may cause preventable alarms.				
1	The building occupants were notified, if building is occupied.	☐ Yes	☐ N/A	
2	The onsite supervisory station was notified.	☐ Yes	☐ N/A	
3	The Central Station Monitoring Service was notified to place FAS in test mode.	☐ Yes	☐ N/A	
4	Proof of mechanical permit signed off, available for Fire Department inspector.	☐ Yes	☐ N/A	
5	Proof of SFD 3402-Install permit signed off, available for the Fire Department inspector.	☐ Yes	☐ N/A	
6	Fire Department plan review and permitting requirements have been met.	☐ Yes	☐ N/A	
7	The manufacturer's certification of a rated load test at rated power factor is available on site and uploaded to TCE, with the ambient temperature, altitude, and fuel grade recorded. (2019 NFPA 110 7.13.4.6.)	☐ Yes	☐ N/A	

8	Two sets of manufacturer-provided instruction manuals are available, including detailed explanation of operation of the system, O&M instructions, parts list, and electrical wiring schematics; with one set stored in a secure, convenient location near the equipment and the other in a separate location. (2019 NFPA 110 Chapter 8.2)	☐ Yes	☐ N/A
9	Special tools and testing devices necessary for routine maintenance are available for use when needed, with spare parts as recommended by manufacturer? (2019 NFPA 110 Chapter 8.2)	☐ Yes	☐ N/A
FUEL AND FUEL LINE PIPING			
10	Fuel level is okay. (2019 NFPA 110 5.5.2)	☐ Yes	
11	Fuel level assessed by: A low-fuel sensing switch that indicates when remaining fuel is less than necessary to support full load running. Other method: _____ Fuel lines supplying a generator set inside a high-rise building are separated from areas of the building other than the room the generator is located in by a UL 1489 listed fire-resistant pipe-protection system with a 1 hour rating, or an assembly that has a fire-resistance rating of not less than 2 hours (or 1 hour for buildings fully protected by an automatic sprinkler system), or other approved method (2021 SFC 12.03.1.)	☐ Yes	
12			
INSTALLATION			
13	The generator is installed in a location and manner consistent with 2019 NFPA 110 Chapter 7 and exceptions in 2021 Seattle Fire Code Section 1203.1.3 including but not limited to location, lighting, mounting, heating, cooling, ventilating, exhaust, fueling and protection?	☐ Yes	
ACCEPTANCE TESTING			
14	The system passed a contractor-performed cold start power failure test where normal power failure is initiated by opening all switches or circuit breakers (2019 NFPA 110 7.13.4.1), and by operating at least one transfer switch test function or opening all switches or breakers supplying normal power to all ASTs (2019 NFPA 110 7.13.4.1.2). The test load shall be all loads that are served by the EPSS. (2019 NFPA 110 7.13.4.1.4).	☐ Yes	
14a	Emergency power system – automatically provide secondary power within 10 seconds after primary power is lost, unless specified otherwise in this code. (2021 SFC 1203.1.4)	☐ Yes	☐ N/A
14b	Legally required standby power systems shall automatically provide secondary power within 60 seconds after primary power is lost, unless specified otherwise in this code. (2021 SFC 1203.1.4)	☐ Yes	☐ N/A
15	The system passed a contractor-performed full load test for (select which): ☐ -8 hours (generators serving pumps, 2021 SFC 1203) ☐ -Other duration per plans [enter hours: ____ hours] (may be reduced to 2 hours in Seattle or as required (201 SFC 1203.1.5)	☐ Yes	
16	Transfer switches operate correctly.	☐ Yes	
17	Connected load does NOT exceed generator capacity for Level 1 loads (emergency life safety) and Level 2 loads (other life safety) combined as listed in Inventory Section.	☐ Yes	
18	If generator powers more than Level 1 loads, the generator has adequate capacity or automatic selective load pickup and load shedding to ensure adequate power to Level 1 loads and Level 2 loads in that order of priority. 2019 NFPA 110, Chap 4.4 and Chap 7.1.5.	☐ Yes	☐ N/A
19	The system passed all testing conducted in accordance with 2019 NFPA 110 7.13.	☐ Yes	
20	The generator run light functions.	☐ Yes	
FINAL CHECKS, MANDATORY TAGGING, AND REPORTS			
Put the Fire Alarm/monitoring system back into service and/or other precautionary measures that were made to restore fire alarm system to normal operation (includes removal of protective coverings.)			
22	The system was left in service.	☐ Yes	
23	I will attach a white service label at the generator and/or Fire Command Center after this system is accepted by the	☐ Yes	
24	I will provide a copy of the acceptance test report to the responsible party.	☐ Yes	
25	I have submitted this report to the Fire Department through TCE or I will do so within 24 hours of the date of the Fire Department inspection.	☐ Yes	

ATTESTATION

By accepting this statement, I, the certified technician shown on this form, certify that this fire protection system(s) has been properly tested for system acceptance and meet NFPA standards for report of system completion in accordance with the current Fire Code (FC) used by the department that has jurisdiction and NFPA standards adopted by the FC for this system.

☐ I accept.☐ I am authorized to submit this report for the certified technician (Initials of Employee)
who has accepted this statement.**SIGNATURE (OPTIONAL)**

Signature of Technician

Signature of Building Representative

This Document Is For Informational Purposes Only - All reports must be submitted online
through our third-party vendor, The Compliance Engine (TCE)
<http://www.thecomplianceengine.com/>

Reports must be filled out on the TCE website. This document is provided for information purposes to share the content of certain annual testing and maintenance reports required by the Seattle Fire Code.