



June 3, 2024

**RE: SMOKE CONTROL AND DAMPER REPORTING FOR NEW INSTALLATIONS AND RECURRING
CONFIDENCE TESTING**

Dear Building Owner or Manager,

The Seattle Fire Department (SFD) is providing information and guidance regarding a pilot program for new reporting that will be required for installation and maintenance of smoke control systems and fire dampers, smoke dampers, and combination fire/smoke dampers.

The State of Washington passed new laws requiring building owners to take specific steps to test and maintain their smoke control systems and their fire dampers, smoke dampers, and combination fire/smoke dampers. The laws were passed roughly three years ago and may be found in the Revised Code of Washington (RCW) 19.27.700-740: app.leg.wa.gov/rcw/default.aspx?cite=19.27

A smoke control system limits the spread of smoke and is often found in stairwells and elevator shafts or large atriums. A smoke control system is required by the building code in larger buildings, to help ensure that occupants can safely exit the building in an emergency. Dampers are similar to shutters or flaps and are generally found inside ducts. Dampers prevent smoke or fire from moving through the ducts and spreading to other parts of the building. These systems are required by law to be maintained:

RCW 19.27.710 Owners of buildings equipped with fire dampers, smoke dampers, combination fire and smoke dampers, or smoke control systems – Duties – Penalty.

- (1) At a minimum, owners of buildings equipped with fire dampers, smoke dampers, combination fire and smoke dampers, or smoke control systems must:
 - (a) Have all newly installed fire dampers, smoke dampers, combination fire and smoke dampers, and smoke control systems tested and inspected within twelve months of installation;
 - (b) Have all fire dampers, smoke dampers, and combination fire and smoke dampers tested and inspected at least once every four years, or every six years for hospitals, regardless of the date of initial installation; and
 - (c) Have all smoke control systems tested and inspected at least once every six to twelve months, as required by the applicable national fire protection association standard.
- (2) All owners of buildings subject to chapter 88, Laws of 2020 must maintain full inspection and testing reports on the property and make such reports available for inspection upon request by the local authority.
- (3) Fire dampers, smoke dampers, combination fire and smoke dampers, and smoke control systems must be installed, inspected, tested, and maintained in accordance with chapter 88, Laws of 2020, manufacturers' guidelines, and the applicable industry standards.
- (4) A building owner who fails to comply with the requirements of this section may be issued a civil infraction by the local authority in accordance with RCW [19.27.740](http://app.leg.wa.gov/rcw/default.aspx?cite=19.27.740).

To provide oversight to this requirement, and to help building owners demonstrate compliance with the law, the Seattle Fire Department is piloting standard reporting templates that guide the testing and will meet RCW 19.27.710 as well as fire code requirements. These reports will be completed by your contractor and submitted to the Fire Department using our third-party vendor, The Compliance Engine (TCE), at

www.thecomplianceengine.com. Building owners may access these reports to demonstrate compliance at no cost. If you would like access to your information in The Compliance Engine, please contact us at SFD_FMO_SystemsTesting@seattle.gov. The Seattle Fire Department is one of many fire departments in King County that are deploying these new forms.

Damper Considerations Many existing dampers are not yet in TCE. RCW 19.27.710 requires these systems to be tested every four years, or every six years in hospitals. SFD will work with building owners and their contractors to establish reasonable compliance timelines to add damper inventory into TCE over the next one to two years and begin reporting your testing and maintenance to us. If you would like to switch from 100% every four years to 25% each year, to allow for steady budget planning, this may be done with approval from the Fire Marshal. The approval requires you to demonstrate how you have divided a building's full damper count across the four years, demonstrating that the entire system is tested every four years. To request approval, please email SFD_FMO_SystemsTesting@seattle.gov and provide the building address, a complete list of dampers in your building with the following information, as well as information for each damper as to whether it is proposed for testing in year 1, 2, 3, or 4.

Example of Damper Information Required

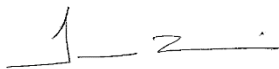
	Test Cycle (if testing 25%/yr over 4 yrs or 16% over 6 yrs)	Equip ID (Serial # of Bldg Owner Assigned #).*	Damper location (Example: Phase 1: Floors 1-5; fl 1-2 North Side; Quarter 1 section, etc.)	Actuator Type*	Control Panel Loc for Motorized Dampers (FA panel/elec panel)*	Static or Dynamic*	Damper Type*	Inaccessible per NFPA 2019 NFPA 80 19.5.1.3 or 105 7.6.2.3?
1	Year 1	PF-13456	P1 - NW stair lobby	Fusible Link	N/A	Static	Fire Damper	No
2	Year 2	PF-19887	Floor 14, Electric Closet	Fusible Link	N/A	Static	Fire Damper	No
3								
4								

All fields are mandatory

Review of New Forms The new forms may be reviewed on our website: www.seattle.gov/fire/business-services/systems-testing#systemstestingforms

We are grateful to our building owners and managers for their ongoing contributions to fire prevention and fire safety. If you have questions, you can reach us by email at SFD_FMO_SystemsTesting@seattle.gov.

Respectfully,



Assistant Chief Timothy J. Munnis
Fire Marshal

TM:KG:sr