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

SYSTEM TEST REPORT

DRAFT (as of 3/8/2024)

DAMPERS (NOT PART OF SMOKE CONTROL SYSTEM)		**STATUS**		
☐ Confidence Test	☐ Deficiency Repair Test	☐ Red	☐ Yellow	☐ White

Use this form to report inspection, testing, maintenance and repairs of fire dampers, smoke dampers, and combination fire/smoke dampers that are *not* part of a smoke control system (2018/2021 IFC 706.1). In existing, fully ducted HVAC systems, periodic testing shall not be required for a single damper that is not accessible within a rated barrier or shaft (2019 NFPA 80, 19.5.1.3). [Use the Smoke Control form to report on dampers that are required by the Building Code for purposes of providing a tenable environment for the evauation or relocation of occupants such as hoistway and stairwell pressurization systems.]

Occupancy Information

Premises Name:	Premises Address:
Contact Name: Contact Address:	Contact Phone: Contact Email:
Parcel:	

Damper Inventory (Use of this section and each field is Mandatory)

A unique equipment identification number has been assigned to each damper, printed or stamped on the damper, and reflected in the map or diagram of dampers uploaded in TCE. It is encouraged to include equipments number on access panel labels for equipment served.* Mandatory for new and existing systems ☐ Yes

List of dampers at location.* Mandatory for new and existing systems.

	Equip ID (Serial # or Bldg Owner Assigned #)*	Location Description*	Actuator Type*	Control Panel Loc for Motorized Dampers (fire alarm panel/electrical panel)*	Static or Dynamic*	Damper Type*
1	*45678819*	*Wall between lobby and garage, NW corner, ground floor.*	*Fusible link*	*Maint Room SW Corner Fl 1*	*Static*	*Fire Damper*
2	*2355610*	*Wall between laundry and reception, S aspect, ground floor.*	*Motorized*	*Maint Room SW Corner Fl 1*	*Dynamic*	*Fire Damper*
3	*[number]*	*Location Description*	*Motorized*	*Maint Room SW Corner Fl 1*	*Dynamic*	*Combo*
4	*[number]*	*Location Description*	*Motorized*	*Maint Room SW Corner Fl 1*	*Dynamic*	*Smoke*
5						
6						

List of dampers that are inaccessible and not subject to periodic testing per 2019 NFPA 80 19.5.1.3 and 2019 NFPA 105 7.6.2.3: "In existing, fully ducted HVAC systems, periodic testing shall not be required for a single damper that is not accessible within a rated barrier or shaft.":

Maps or Diagrams (This information is mandatory for new systems and encouraged for existing systems.)

Map or diagram of dampers and locations has been maintained on-site and an electronic copy is available in TCE.

Damper manufacturer's installation and maintenance instructions are maintained on-site and an electronic copy is avaiable in TCE.

Inspection & Testing Agency Information

Company Name: Address:	Phone: Emergency Phone: Email:

Inspector/Tester Information

Inspector Name:

Washington State required certification: See RCW 19.27.720. Seattle SC certification is not required for dampers except if included in a smoke control system required by the Building Code.

Certification #:	Cert Type:	Issuing Agency:	Compliant with RCW 19.27.720?	Expiration Date:

Test Information

Date of Test:

The items on the checklists below shall be inspected and tested. This list does not constitute all of the required inspecting and testing of the fire and life safety system. Refer to the CURRENT FIRE CODE AND REFERENCED NFPA 80 AND 105 and the MANUFACTURER'S INSTRUCTIONS for additional inspecting and testing requirements. 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 CHECKS

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 to may cause preventable alarms.

FIRE DAMPERS AND COMBINATION FIRE/SMOKE DAMPERS (NFPA 80)

1	This property has fusible link operated dampers.	☐ Yes		☐ N/A
1a	Fusible link was removed or activated with damper in full open position, and the damper closed completely without assistance. 2019 NFPA 80 19.5.2.2	☐ Yes	☐ No	☐ N/A
1b	Where the damper is designed with a latch to hold the damper in the full-closed position, the operation of the latch was confirmed to function as designed. 2019 NFPA 80 19.5.2.2	☐ Yes	☐ No	☐ N/A
1c	Any links that appear damaged have been replaced. 2019 NFPA 80 19.5.2.2	☐ Yes	☐ No	☐ N/A
1d	Damper was returned to the full open position, fusible link was reinstalled, and damper operation is unobstructed. 2019 NFPA 80 19.5.2.2	☐ Yes	☐ No	☐ N/A
2	This property has dampers that do not require a fusible link to operate. Fans shall not be permitted to be shut down during the test.	☐ Yes		☐ N/A
2a	Visual Inspection: From a fully open or fully closed position, as required by the system design, all dampers were able to be commanded to the full-closed or full-open position, then restored to the original operating position as required by system design. 2019 NFPA 80 19.5.2.3	☐ Yes	☐ No	☐ N/A
2b	Remote Inspection: Visual inspection of at least one damper confirmed that the position indication capability correctly indictes the position of the damper when the damper is fully opened and fully closed. 2019 NFPA 80 19.5.2.3	☐ Yes	☐ No	☐ N/A
3a	Remote Inspection: The full-open or full-closed position, as required by the system design, was confirmed for all dampers with their position indication devices. 2019 NFPA 80 19.5.2.3	☐ Yes	☐ No	☐ N/A
3b	Remote Inspection: All dampers were commanded and confirmed to the full-closed or full-open position. 2019 NFPA 80 19.5.2.3	☐ Yes	☐ No	☐ N/A
3c	Remote Inspection: All dampers were confirmed to the original operating position as required by the system design. 2019 NFPA 80 19.5.2.3	☐ Yes	☐ No	☐ N/A
4	Any reports of abrupt changes in airflow or noise from the duct system have been investigated and verified to be not related to damper operation. 2019 NFPA 80 19.6	☐ Yes	☐ No	☐ N/A
5	All exposed moving parts of the damper were lubricated as required by the manufacturer. 2019 NFPA 80 19.6	☐ Yes	☐ No	☐ N/A

SMOKE DAMPERS (NFPA 105). Fans shall not be permitted to be shut down during the test. 2019 NFPA 7.5.2.3.1.1.

6	Visual Inspection: From a fully open or fully closed position, as required by the system design, all dampers were able to be commanded to the full-closed or full-open position, then restored to the original operating position as required by system design. 2019 NFPA 105 7.6.2	☐ Yes	☐ No	☐ N/A
7	Remote Inspection: Visual inspection of at least one damper confirmed that the position indication capability correctly indictes the position of the damper when the damper is fully opened and fully closed. 2019 NFPA 105 7.6.3	☐ Yes	☐ No	☐ N/A
8	Remote Inspection: The full-open or full-closed position, as required by the system design, was confirmed for all dampers with their position indication devices. 2019 NFPA 105 7.6.3.	☐ Yes	☐ No	☐ N/A
9	Remote Inspection: All dampers were commanded and confirmed to the full-closed or full-open position. 2019 NFPA 105 7.6.3	☐ Yes	☐ No	☐ N/A
10	Remote Inspection: All dampers were confirmed to the original operating position as required by the system design. 2019 NFPA 105 7.6.3	☐ Yes	☐ No	☐ N/A
11	Any reports of abrupt changes in airflow or noise from the duct system have been investigated and verified to be not related to damper operation. 2019 NFPA 105 7.7	☐ Yes	☐ No	☐ N/A
12	All exposed moving parts of the damper were lubricated as required by the manufacturer. 2019 NFPA 105 7.7	☐ Yes	☐ No	☐ N/A

FINAL CHECKS AND MANDATORY REPORTING

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.)

13	A current red (impaired), yellow (deficient) or white (normal operations) tag was placed at the main actuator panel location , if applicable, indicating the system's status consistent with my inspection today.	☐ Yes	☐ No	
14	The dampers included on this report have an overall status of red (impaired), yellow (deficient) or white (no deficiencies, all work as designed) based on my inspection today and SFD Administrative Rule 9.02.	☐ Red	☐ Yellow	☐ White

15	I will provide a copy of the confidence test report to the owner.	☐ Yes	☐ No
16	I will submit this test report to the fire department through TCE.	☐ Yes	☐ No

By accepting this statement I, the certified technician shown on this form, certify that this fire protection system(s) has been properly inspected for functional operation 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. Any deficiencies found are noted in the report and have been reported to the building Owner/Manager for corrective action. By accepting this statement, I further attest that I am properly certified by the City of Seattle (and State of Washington if required for the work) to perform the work documented in this report, or exempt from those requirements. Finally, by accepting this statement I attest that the contractor on whose behalf this report is submitted holds the appropropriate Washington State licenses should any be required for the work documented in this report.

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

SIGNATURE (OPTIONAL)

Signature of Technician

Signature of Property Representative

This Document Is For Informational Purposes Only

To submit reports to SFD, use the online forms at www.thecomplianceengine.com.