

December 7, 2020

Re: Periodic Update from Seattle Fire Marshal Including: New Form Templates in The Compliance Engine in January 2021, Extension Process to Defer Residential Unit Testing and Range Hoods Testing, and Postponement of 2020 Regional Working Group Workplan

Dear Systems Testing Company/Technician,

The Seattle Fire Department is writing today to share information regarding: (1) deployment timelines for updated form templates in TCE, (2) a reminder about residential unit testing during COVID, (3) new deferrals for range hoods in restaurants that are temporarily closed, and (4) postponement notification regarding the 2020 workplan for the regional working group dedicated to standardizing and improving The Compliance Engine (TCE) test forms across 15 local jurisdictions.

1. Updated Regional Forms Will Go Live January 1, 2021 in www.thecomplianceengine.com (TCE)

In 2018 and 2019, regional Fire Marshals worked with volunteers from testing companies to standardize and improve systems testing practices and TCE forms. Together we developed new forms for fire alarms, sprinklers, rangehoods and DAS that will be used by 15 regional jurisdictions. Once these forms go live, you will experience the same form and reporting requirements in several jurisdictions throughout the region (see table 1, enclosed). We hope that the high quality, standardized forms will make your work more efficient. Thank you to everyone who shared their expertise with the region! Key facts:

- **Range Hoods, Sprinklers and Fire Alarms Confidence Testing Forms – Updated Forms in TCE by January 1, 2021.** The revised forms include more information about system inventory – most of the inventory information is optional for existing systems as we understand it may be hard to track down the inventory information. It is highly recommended that you do include inventory information where it is available. If you are reporting in a jurisdiction that previously allowed the use of the “S” or short form template plus attached pdf, please be aware that jurisdictions will be phasing out this report type. Timelines will vary by jurisdiction.
- **BDA/DAS Commissioning Reports and Annual Reports** – Already deployed for Seattle, expected February 1, 2021 for other jurisdictions.
- **New Forms Can Be Viewed Here:** <https://www.seattle.gov/fire/business-services/systems-testing#systemstestingforms>

2. Testing or Maintenance in Residential Units Must Occur When Required by Seattle Fire Code

The pandemic is expected to continue for many months and may impact business as usual for a year or more. It is not possible to defer annual testing for the duration of the pandemic. It is a life safety risk and a violation of the fire code to fail to test or maintain fire protection systems.

- **100% complete** test reports must be submitted timely.
- **SFD now allows testing companies to perform video or photographic inspections** of unit devices in situations when SFD-certified technicians believe they are able to verify functionality using those means.
- **A single non-renewable extension of up to three months** will be provided per property if there is a public health reason to defer testing in a portion of an occupancy. However thereafter the building owner must work with the testing company to complete required testing or repairs. To request an extension please email the specific circumstances to SFD_FMO_SystemsTesting@seattle.gov.
- **Impairments/Critical Deficiencies** – must be resolved promptly and will not receive any extension.

- ITM companies must follow the State's Safe Start Guidelines to protect employees and customers:
<https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

We appreciate your help in explaining the importance of the fire code to your customers and working with them to comply with inspection, testing and maintenance requirements.

3. Range Hood Inspections May Be Deferred While a Restaurant is Closed

The Seattle Fire Department understands that some restaurants have closed temporarily in response to the pandemic and no cooking is taking place. Please contact us at SFD_FMO_Systemstesting@seattle.gov to request a possible extension on range hood inspections/testing until the time the protected appliance is used again. The responsible party must continue to meet the requirements of the fire code. Testing and reporting for hood suppression systems will be required when a business resumes operation or at the next renewal date, whichever comes first. See:

<http://www.seattle.gov/Documents/Departments/Fire/COVID-19/Hood%20System%20Notice-COVID.pdf>

4. Update on Systems Testing Regional Advisory Group

Due to the ongoing pandemic, regional fire marshals have decided to postpone the work plan until roughly Q2 of 2021. If you have not been part of the working group and would like to learn more about the work plan and participate, please contact Karen Grove to be added to the distribution list: karen.grove@seattle.gov.

We are grateful to our systems testing companies and technicians for their ongoing contributions to fire prevention and fire safety. If you have questions, you can reach us by email at SFD_FMO_certifications@seattle.gov or SFD_FMO_systemstesting@seattle.gov.

Respectfully,



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

Enclosures

Table 1: Regional Systems Testing – Participating Jurisdictions as of 8/5/2020

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	Jurisdiction	Ad Hoc Group Participant	Common Regional Testing Forms	Reports Submitted Through TCE	Common Regional Notification Templates
1	Bellevue	Yes	Yes	Yes	Yes
2	Bothell	Yes	Yes	Yes	Yes
3	Eastside F&R	Yes	Yes	Yes	Yes
4	Kirkland	Yes	Yes	Yes	Yes
5	Mercer Island	Yes	Yes	Yes	Yes
6	Northshore Fire	Yes	Yes	Yes	Yes
7	Puget Sound Fire	Yes	Yes	Yes	Yes
8	Redmond	Yes	Yes	Yes	Yes
9	Renton	Yes	Yes	Yes	Yes
10	Seattle	Yes	Yes	Yes	Yes (status quo)
11	Shoreline	Yes	Yes	Yes	Yes
12	South King Fire	Yes	Yes/Tegris	No/Tegris	No/Tegris
13	Tukwila	Yes	Yes	Yes	Yes
14	Valley Regional	Yes	Yes	Yes	Yes
15	Woodinville	Yes	Yes	Yes	Yes
16	KC Fire Marshal	Observer	Yes	Coming Soon	Yes
17	WA State FM	Observer	Not at this time	No	No
18	PSERN	Observer	TBD	N/A	N/A
19	KC Radio Shop	Observer	DAS Only	N/A	N/A