



June 3, 2024

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

Dear Systems Testing Company/Technician,

You are receiving this letter because you are a fire alarm contractor, or a contractor installing or servicing smoke control systems and/or fire dampers, smoke dampers, and combination fire/smoke dampers. The Seattle Fire Department (SFD) is providing information and guidance regarding a pilot program for new reporting that will be required during installation/acceptance and as part of the recurring inspection, testing, and maintenance process for smoke control and dampers.

Acceptance/Installation SFD is one of many King County fire departments that has begun a “pilot” program for new acceptance or “install” forms for use when new Smoke Control Systems or Dampers are installed. These forms are used to obtain contractor statement of pre-testing completion. They are submitted to SFD through our third-party vendor, The Compliance Engine (TCE) at www.thecomplianceengine.com. As part of the submittal, contractors will also be required to provide device counts and upload certain commissioning documents for use by building owners and their engineers and maintenance contractors in the future. These documents are essential for guiding annual testing and repairs for the life of the systems.

Inspection, Testing, and Maintenance (ITM) SFD is one of many King County fire departments that is also “piloting” a Damper-ITM form for reporting recurring inspection, testing, and maintenance. Dampers must be tested and maintained at least every four years (or in hospitals, every six years). We have also updated our existing Smoke Control-ITM form for reporting annual inspection, testing, and maintenance of existing smoke control systems, to better mirror the new Smoke Control Install form.

Compliance with Requirements of RCW 19.27.700-740. This new process will also help building owners demonstrate compliance with 19.27.700-740. This law, passed in recent years, created additional requirements related to smoke control and dampers installation and maintenance that building owners must follow.

King County-Wide Deployment These forms were developed with representatives from the King County Fire Marshals’ Association, contractors, representatives from the Building Owners and Managers’ Association, large property owners/managers, representatives from the sheet metal union and sprinkler fitters’ unions, and the Seattle Department of Construction and Inspections. Most fire departments in King County are participating in this pilot program and will be requiring the new forms after the pilot program ends.

Pilot Program Dates, Feedback Options, and Start of Mandatory Usage The pilot program had a soft launch in April and will end no sooner than July 1, 2024. The forms will not be required for obtaining certificate of occupancy during the pilot phase. We encourage you to become familiar with these forms by

using them on projects before they are mandatory. If you have feedback on the forms or process, please send your feedback in writing to SFD_FMO_SystemsTesting@seattle.gov.

Materials for Educating Building Owners and Other Customers To help you explain these new requirements to building owners and managers, we have prepared a letter from the Fire Marshal to building owners and managers that you may print and distribute. The letter is enclosed.

Frequently Asked Questions Please see our FAQ for more information on the following questions: www.seattle.gov/documents/Departments/Fire/Business/Acceptance%20Test%20FAQs.pdf

- **Are the Acceptance/Install forms used for temporary certificates of occupancy (TCO)?** No – just when you have completed the system installation and are seeking final sign-off from SFD.
- **Are the Acceptance/Install forms required when modifying an existing system?** No – just for new or replacement systems.
- **Will this change SFD’s inspection protocols? I thought the building department inspects dampers and smoke control.** That is correct, the Seattle Department of Construction and Inspections permits, inspects, and approves dampers and smoke control systems in Seattle. SFD’s inspectors will not replicate those inspections. The SFD inspector will require proof that the Install forms have been uploaded in TCE for the Seattle Fire Department **prior** to providing final sign-off on the building. Note that this usually happens at the time of the fire alarm inspection. Subcontractors are encouraged to communicate with the General Contractor regarding who is submitting the new forms in TCE.

Considerations for Fire Alarm Contractors For fire alarm contractors working on construction projects that include dampers and/or smoke control: once the pilot program ends, completion of the smoke control and damper Install forms in TCE will be a precondition for the fire alarm inspection sign-off. This will be an additional documentation precondition for our ability to sign off on the fire alarm system. If all SDCI permitting is completed, and the only documentation missing is submittal in TCE, SFD’s inspectors will complete their fire alarm field inspections, but will not be able to provide final okay until documents are submitted in TCE. In this case, completed forms may be provided to SFD and no field re-inspection will be needed. The forms are expected to become mandatory for new construction no sooner than July 1, 2024. If you have concerns about this process, please send them to the Executive Director of Fire Prevention, Karen.Grove@seattle.gov, to allow us to evaluate an alternative.

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. We appreciate contractors’ assistance in adding dampers into TCE so we may provide oversight to recurring testing and maintenance and help drive compliance. Some building owners would like to spread damper testing across four years and allow for steady budget planning. If you would like to offer this to your customers, you will need approval from our office. 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

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

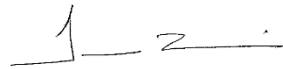
	Equip ID (Serial # or Bldg Owner Assigned #)*	Location Description*	Actuator Type*	Control Panel Loc for Motorized Dampers (fire alarm panel/electric panel)*	Static or Dynamic*	Damper Type*
1	45678819	Wall between lobby and garage, NW corner, ground floor.	Fusible link	N/A	Static	Fire Damper
2	2355610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

Smoke Control Certifications RCW 19.27.720 1(b) requires technicians who test and maintain smoke control systems to obtain specific certifications from the International Certification Board or other ANSI-approved program. Technicians **are required** to present qualifications consistent with RCW 19.27.720 1(b) when applying for new certification or renewing an existing certification of the SC-1 and SC-ITM types.

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 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_Certification@seattle.gov or SFD_FMO_SystemsTesting@seattle.gov.

Respectfully,



Assistant Chief Timothy J. Munnis
Fire Marshal

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Enclosure: Letter from Fire Marshal to Building Owners Regarding New Smoke Control and Damper Requirements