



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

**REPORT OF
 SYSTEM INSTALLATION**

Version 09-2024

DAMPERS (NOT PART OF SMOKE CONTROL SYSTEM)				STATUS			
<input type="checkbox"/> New Construction		<input type="checkbox"/> Permitted Replacements				<input type="checkbox"/> White	
<p>Use this Dampers form to report pre-testing of new fire dampers, smoke dampers and combination fire and smoke dampers, when the dampers are *not* part of a smoke control system that is required by the Building Code. [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 evacuation or relocation of occupants such as hoistway and stairwell pressurization systems.] This form must be completed in TCE prior to receiving final fire department sign off on the building's fire alarm system.</p>							
Occupancy Information							
Premises Name:				Premises Address:			
Contact Name:				Contact Phone:			
Contact Address:				Contact Email:			
Parcel:							
Damper Inventory Inventory items marked with * are mandatory for new and existing systems.							
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: Map or diagram of dampers and locations has been maintained on site and an electronic copy is available in TCE. *						<input type="checkbox"/> N/A	
Attach: Damper manufacturer's installation and maintenance instructions are maintained on-site and an electronic copy is available in TCE. *						<input type="checkbox"/> N/A	
Attach: Code Alt Documentation, if applicable						<input type="checkbox"/> N/A	
PERMITTING (This information is mandatory for new systems and encouraged for existing systems.)							
Mechanical permit approved # *						<input type="checkbox"/> N/A	
Mechanical Code/Bldg Code edition *						<input type="checkbox"/> N/A	
List of other permit numbers for the damper project *						<input type="checkbox"/> N/A	
DESCRIPTION / INVENTORY (This information is mandatory for new systems and encouraged for existing systems.)							
Attach: Damper List (pdf or csv format acceptable) - may be used in lieu of grid below only if the file matches all columns in grid below.						<input type="checkbox"/> N/A	
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. *						<input type="checkbox"/> Yes	
List of dampers at location. Complete info is mandatory for new and existing systems, either in this grid or as an uploaded .csv or pdf file. *							
#	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*	Inaccessible/exempt NFPA 80 19.5.1.3 and 2019 NFPA 105 7.6.2.3
1	45678819	Wall between lobby and garage, NW corner, ground floor.	Fusible link	Maint Room SW Corner FI 1	Static	Fire Damper	Exempt
2	2355610	Wall between laundry and reception, S aspect, ground floor.	Motorized	Maint Room SW Corner FI 1	Dynamic	Fire Damper	Inaccessible
3	[number]	Location Description	Motorized	Maint Room SW Corner FI 1	Dynamic	Combo	Exempt
4	[number]	Location Description	Motorized	Maint Room SW Corner FI 1	Dynamic	Smoke	Exempt
5							
6							

Installing Contractor Information		
Company Name:	Phone:	
Address:	Emergency Phone:	
	Email:	
Installing Technician Information		
Installer Name:		
Pre-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 INSTALLATION		
1	All fire dampers and fire/smoke combination dampers included in this report were installed in accordance with the manufacturer's installation instructions and listing. 2019 NFPA 80 19.2	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
2	I have verified that the damper manufacturer's installation and maintenance instructions are maintained on-site and I have uploaded an electronic copy of the same to the premise record in TCE or the AHJ's future online document repository. 2019 NFPA 80 19.2	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
FIRE DAMPERS AND COMBINATION FIRE/SMOKE DAMPERS TESTING		
3	If damper is equipped with variable volume system, acceptance testing was conducted under maximum airflow. NFPA 80 19.4.5.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4	For dampers with fusible links. Fans may be shut off during testing. NFPA 80 19.4.3.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5	For actuated dampers designed to close via electric or pneumatic actuator, testing was conducted by removing electrical power or air pressure from the actuator, ensuring the damper closes properly, then reapplying electric power or air pressure and confirming the dampers return to full-open position. NFPA 80 19.4.3.1	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6	For dampers designed to close via springs or gravity, testing was conducted by removing the fusible link and confirming the dampers close properly, then manually resetting the dampers to full-open position and reinstalling fusible links. NFPA 80 19.4.4.1.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7	Dampers fully close from the open position. 2019 NFPA 80 19.3.1.1.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8	Where equipped with smoke detection activation, testing was performed in accordance with NFPA 4. 2019 NFPA 80 19.3.1.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
9	For dynamic dampers, it shall be verified that the system airflow where the damper is installed is within the velocity rating of the damper listing. 2019 NFPA 80 19.3.1.3.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
10	There are no obstructions that interfere with the operation of the dampers reported on this test. 2019 NFPA 80 19.3.1.4. 2019 NFPA 80 19.3.2.4.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
11	There is full and unobstructed access to the fire damper and all listed components. 2019 NFPA 80 19.3.1.5.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
12	All indicating devices have been verified to work and report to the intended location. 2019 NFPA 80 19.3.1.6.; 2019 NFPA 80 19.3.2.5	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
13	The fusible link operating temperature is in accordance with NFPA 90A and ANSI/UL 33, Heat Responsive Links for Fire-Protection Service, temperature classifications and ratings. 2019 NFPA 80 19.3.1.7.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
14	Dynamic combination fire and smoke dampers have also been installed and verified to pass the testing requirements in Chapter 7 of NFPA 105.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
15	An operational test as described in NFPA 80 19.3 was conducted and all fire dampers and combination fire/smoke dampers included in this report have been installed and function as intended. For combination fire and smoke dampers, the operation test was conducted under nonfire HVAC airflow conditions as well as static flow conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
SMOKE DAMPERS INSTALLATION		
16	I have verified that the damper manufacturer's installation and maintenance instructions are maintained on-site and I have upload an electronic copy of the same to the premise record in TCE. 2019 NFPA 105 7.3.1.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
17	Damper actuators and linkage to operate the smoke dampers were supplied and installed at the factory. 2019 NFPA 105 7.3.1.3	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

18	Dampers equipped with fusible links and/or internal operators have been provided with an access door that is not less than 12 square inches or provided with a removable duct section. Dampers behind registers, diffusers or grilles are serviceable by removal of these covers. 2019 NFPA 105 7.3.2.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
19	Any smoke damper access panels have been labeled with the words "Smoke Damper" in letters not less than 1/2 in. (13 mm) in height. External insulation does not conceal any access panel unless there is a label attached to the insulation clearly indicating the exact location of the access panel and the insulation is installed for ease of removal or ease of removal with the access panel. 2019 NFPA 105 7.3.2.2.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
20	Smoke detectors used to control smoke dampers or combination fire and smoke dampers have been spaced and installed per the requirements of NFPA 72. 2019 NFPA 105 7.3.2.5.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
SMOKE DAMPERS TESTING			
21	Acceptance test was conducted after the building mechanical ventilation system was balanced, and in operation under maximum airflow if equipped with a variable air volume system. 2019 NFPA 105 7.5.3.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
22	All smoke dampers were acceptance tested by removing electrical power or air pressure from the actuators and ensuring that the dampers fully closed, then power or air pressure were reapplied and dampers returned to their full open position. 2019 NFPA 105 7.5.4-5.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
23	There are no obstructions that interfere with the operation of the dampers reported on this test.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
24	Testing as described in NFPA 105 7.4 was conducted and all dampers passed the test.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
25	All indicating devices have been pre-tested and verified to work properly and report to the intended location. 2019 NFPA 105 7.4.1.5.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.)			
26	I will provide a copy of the acceptance test report to the owner.	<input type="checkbox"/> Yes	
27	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.	<input type="checkbox"/> Yes	
By accepting this statement I, the certified technician shown on this form, certify that the dampers above have been properly installed 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 and RCW 19.27.720 where applicable.			
<input type="checkbox"/> I accept.	<input type="checkbox"/> 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			
<p>This Document Is For Informational Purposes Only</p> <p>To submit reports to SFD, use the online forms at www.thecomplianceengine.com.</p>			