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

REPORT OF SYSTEM TESTING

FIRE DAMPERS

Service Date	Report Number	[Red or Yellow Tag Icon if Applicable]
AHJ	Status	
Phone	Report Type	
Reviewed by AHJ	Code Reference	

INSPECTION & TESTING AGENCY INFORMATION

Name	Phone Number:
(includes address)	Emergency Phone:
	Email:

INSPECTOR/TESTER INFORMATION

Name:	Phone Number:
Licenses: License Type:	License Number: Expiration

OCCUPANCY INFORMATION

Name	Contact
(includes address)	Phone:

WASHINGTON - FIRE/SMOKE DAMPER INVENTORY

Central Station Monitoring Req'd?: ☐ Yes ☐ No	Monitoring Company Name:
	Monitoring Company Phone:

WASHINGTON - FIRE/SMOKE DAMPER INVENTORY

GUIDELINES WHEN TO USE (or Not Use): Only create inventory and reports in TCE for (a) fully accepted new systems or (b) confidence tests/ITM tests of existing systems. Do *not* use this form when requesting Temp Certif of Occupancy (TCO) or when adding dampers as a result of a Tenant Improvement project. This form should include dampers that are part of a smoke control system, because the annual maintenance requirements for smoke control systems only include visual or functional verification of dampers, whereas by inclusion on this form, damper will receive the full ITM service required.

INSTRUCTIONS FOR INVENTORY SECTION All fields are mandatory at time of new system installation and encouraged for existing systems. Items marked with an (*) are mandatory for all reporting. After leaving this page, you will not be able to edit inventory, except by creating a new report.

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.*	**[Upload File to TCE]**	☐ N/A
Attach: Damper manufacturer's installation and maintenance instructions are maintained on-site and an electronic copy is available in TCE.*	**[Upload File to TCE]**	☐ N/A
Attach: Code Alt Documentation, if applicable	**[Upload File to TCE]**	☐ N/A

PERMITTING (This information is mandatory for new systems and encouraged for existing systems.)

Mechanical permit approved # *	_____	☐ N/A
Mechanical Code/Bldg Code edition *	_____	☐ N/A
List of other permit numbers for the damper project *	_____	☐ N/A

DESCRIPTION / INVENTORY (This information is mandatory for new systems and encouraged for existing systems.)

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. *		☐ Yes
Attach (optional): In lieu of entering individual dampers in the list below, I have uploaded a pdf file of dampers that includes all of the same columns as the List in TCE.:	**[Upload File to TCE]**	☐ N/A

List of dampers at location. Complete info is mandatory for new and existing systems, either in this grid or as an uploaded pdf file. *								[Refer to grid below]
NFPA guidance on inaccessible dampers not subject to testing from NFPA 80 19.5.1.3 and 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.":								
	Test Cycle (if testing 25% across 4 years or 16% across 6 years)	**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/exempt per NFPA 80 19.5.1.3 and NFPA 105 7.6.2.3**
1								
2								
3								
4								

PROBLEMS FOUND

DAMPERS

Use this Dampers form to report every 4 year or 6 year inspection, testing and maintenance of fire dampers, smoke dampers and combination fire and smoke dampers. Include dampers that are part of a smoke control system, so that the building's damper inventory in TCE is complete. (The annual smoke control inspection does not include servicing and inspection of all dampers, except to the extent that damper problems become apparent during the sequence of operations and other tests.) 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).

INSPECTOR/TESTER INFORMATION

Inspector Name:

Washington State required certification for dampers: 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 #:

Certification Type:

Issuing Agency:

Compliant with RCW 19.27.720?

Expiration Date:

TEST INFORMATION

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	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. Note: Dampers do not require the placement of a physical service tag at the premises, instead this fire agency uses TCE to access damper status.	☐ Red	☐ Yellow	☐ White
14	I will provide a copy of the confidence test report to the owner.	☐ Yes	☐ No	

15	I will submit this test report to the fire department through TCE.	☐ Yes	☐ No

ATTESTATION

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 - All reports must be submitted online through our third-party vendor, The Compliance Engine (TCE) http://www.thecomplianceengine.com/

Reports must be filled out on the TCE website. This document is provided for information purposes to share the content of certain annual testing and maintenance reports required by the Seattle Fire Code.