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

REPORT OF SYSTEM INSTALLATION

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 pre-testing of new 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.

PRE- 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 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	☐	Yes	☐	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	☐	Yes	☐	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.	☐	Yes	☐	N/A
4	For dampers with fusible links, fans may be shut off during testing. NFPA 80 19.4.3.	☐	Yes	☐	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	☐	Yes	☐	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.	☐	Yes	☐	N/A
7	Dampers fully close from the open position. 2019 NFPA 80 19.3.1.1.	☐	Yes	☐	N/A
8	Where equipped with smoke detection activation, testing was performed in accordance with NFPA 4. 2019 NFPA 80 19.3.1.2.	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	N/A
11	There is full and unobstructed access to the fire damper and all listed components. 2019 NFPA 80 19.3.1.5.	☐	Yes	☐	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	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	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	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	Yes	☐	N/A
23	There are no obstructions that interfere with the operation of the dampers reported on this test.	☐	Yes	☐	N/A
24	Testing as described in NFPA 105 7.4 was conducted and all dampers passed the test.	☐	Yes	☐	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.	☐	Yes	☐	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.	☐	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.	☐ Yes

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.