



Tacoma Fire Department

Fire Prevention Bureau 253.591.5740

FAX Number 253.594.7943

3471 S. 35th St. Tacoma, WA 98409

www.tacomafiredepartment.org

CONFIDENCE TEST REQUIREMENTS FOR LIFE SAFETY SYSTEMS

SCOPE

These guidelines shall apply to life safety systems and equipment identified in Table 1 of this document, and any other systems as set forth by the fire code official.

Exception: Non-required life safety systems installed in one and two-family dwellings.

DEFINITIONS

For the purposes of this guide the following words and terms have the meanings indicated below:

Approved Fire Protection Company. A company that has the required Fire Protection License in the City of Tacoma and is approved by the Tacoma Fire Department to perform work on any fire protection equipment i.e. installing, testing and maintaining life safety systems and commercial kitchen hood cleaning.

Certified System. A life safety system will be considered certified when a licensed and approved Fire Protection company technician dates, signs, and affixes a green or yellow service label in accordance with the provisions of these guidelines.

Confidence Test Report. A complete record of a life safety system test, including problems found and any corrections made.

Emergency Alarm System. A system to provide indication and warning of emergency situations involving hazardous materials.

Service Label. A green, yellow, or red tag *or* label formatted in accordance with Tacoma Fire Department guidelines and used for the purpose of indicating the status of life safety system.

Test. With respect to the work performed on life safety systems, the term means the examination and measurement of the functioning of life safety systems or equipment according to requirements of the nationally recognized standards, or manufacturer's instructions.

GUIDELINES

All life safety systems shall be tested and certified only by an approved Fire Protection company. A Tacoma Fire Department representative may witness confidence tests.

CONFIDENCE TEST REQUIREMENTS

In order for the confidence test to be valid, a completed confidence test report must be submitted to the Tacoma Fire Department. The company that performs the confidence test shall be responsible for the delivery of confidence test reports to the Fire Department within the time frames established by the tagging section of this rule. A separate confidence test report form shall be submitted to the Fire Department for each life safety system. All information on the report must be complete and legible or the report may be rejected by the Fire Department.

All confidence testing results shall be submitted on a Tacoma Fire Department confidence testing report, except for portable fire extinguishers. (<http://www.tacomafiredepartment.org>) Go to prevention and confidence testing to locate all applicable forms.

All report forms must contain the following:

- Address of the system location
- Name of certified technician conducting the test
- City of Tacoma Fire Protection license number
- Date of the confidence test
- The location of the specific system must be clearly identified and multiple risers marked and positively identified i.e. 1,2,3,4 or A, B, C, D etc.

Confidence test results shall be faxed, e-mailed, mailed or delivered to the Tacoma Fire Department according to the time schedule established in this rule. Reports shall be directed to Tacoma Fire Department, Attn: Confidence Testing Officer, 3471 S. 35th St. Tacoma, WA 98409 FAX: 253-594-7943 tfdcto@cityoftacoma.org

REQUIREMENTS FOR TAGGING LIFE SAFETY SYSTEMS AND REPORTING TEST RESULTS

For all tests conducted after October 1, 2008 life safety systems shall be tagged as follows:

RED TAG – Systems out of service and/or whose operation is seriously impaired shall be tagged with a red service label and the confidence testing report shall be faxed or delivered to the Fire Department before the end of the day of the test. When a test report indicating an out of service system is delivered or faxed to the Tacoma Fire Department on a weekend or holiday, or after regular business hours on a week day, the Technician performing the certification shall immediately report the out of service system to the Tacoma Fire Department Communication Center Fax Number @ 253-591-5034.

NOTE: Out of service fire protection systems may require a fire watch per Tacoma Fire Department guidelines. **See Tacoma Fire Department Fire Watch Information Bulletin.**

YELLOW TAG- Systems that are functioning, but have deficiencies, shall be tagged with a yellow service label and the confidence testing report shall be faxed, e-mailed, mailed or delivered for receipt by the Fire Department within 15 days of the date of the test. Example: A fire alarm system with a “trouble” indication shall receive a yellow service label.

GREEN TAG – NO DEFICIENCIES

Systems with no deficiencies shall be tagged with a green service label and the confidence testing report shall be faxed, mailed or delivered for receipt by the Fire Department within 30 days of the test.

SEQUENCE TEST REQUIRED

Buildings with interconnected life safety equipment shall have a sequence test in addition to individual system tests to verify that all interrelated life safety equipment operates properly. When a sequence test is conducted, a separate test report shall be completed for sequence test and a separate sequence test service label shall be affixed to the fire alarm panel.

SUB PANELS

Some systems have sub panels (such as notification appliance circuits) that must be tested as part of the confidence testing. Locations of these sub panels should be identified at the fire alarm panel and noted on the confidence testing report.

RECORDS OF TEST RESULTS

Copies of confidence test reports for life safety systems shall be maintained on the premises where the life safety system is located and made available for Fire Department inspection for a minimum of two years from the date of the test. The system owner shall maintain a copy of the most recent fire alarm system test report at the main control panel, if a panel is present. A copy of the most recent confidence test report for the fire sprinklers shall be maintained at the main control valve.

TABLE 1: CONFIDENCE TEST SCHEDULE

Type of System	Submittal Frequency
Automatic Fire Sprinkler System Wet and Dry	Annually
Fire Alarm System	Annually ¹
Commercial Kitchen Hood Fire Suppression System	Semi-Annually
Commercial Kitchen Hood Cleaning	Monthly, Quarterly, Semi-Annually, Annually
Standpipe	Annually
Standpipe Hydrostatic Test	Five years
Active Smoke Control System ²	Annually
Fire Escape	Annually <i>and</i> Five year
Special Suppression- Clean Agent ³	Annually
Private Hydrant System	Annually
Fire Pump	Annually
Spray Booth	Annually
Emergency Generator	Annually
Foam Systems	Annual <i>and</i> Five year

¹. Fire alarm systems in high rise buildings are required to have one-fourth of the entire system tested quarterly so that the entire system is confidence tested annually.

². Active Smoke Control includes; Stair and Elevator shaft pressurization, Fan Smoke Removal and Tempered Windows and Floor Pressurization.

³. Special Suppression systems includes; HALON, CO2, FM200 and other CLEAN AGENTS

Note: Portable fire extinguishers shall be inspected and tested annually. A confidence testing report is not required for portable fire extinguishers.

TEST ANNIVERSARY DATE ESTABLISHED

Beginning in 2008, for all new systems requiring Confidence Testing, the anniversary date will be established one-year from the date of the system acceptance test. The

anniversary date shall remain fixed and establish the due date each year for subsequent confidence tests results to be provided to the Tacoma Fire Department as required by this rule. For existing fire protection systems, the anniversary date and due date for subsequent confidence tests will be established as the date on which confidence tests are conducted during 2008. For tests conducted at five-year intervals, the anniversary date and due date for subsequent confidence tests will be established as the date of the first test conducted in 2008 or thereafter.

TABLE 2: LOCATION OF SERVICE LABELS OR TAGS

A service label or tag conforming to this section shall be securely attached to each fire and life safety system or item of fire and life safety equipment at the time of installation, service or maintenance. The label shall be of the self-adhesive type or the wire-hanging type and placed as indicated in the table below.

Life Safety System Type	Location of Tag or Label
Sprinkler Systems	On or adjacent to the sprinkler control valve
Fire Alarm Systems	On the Fire Alarm Panel or at power supply, if no panel
Rangehood	On the agent supply tank or pull device
Rangehood Cleaning	On face of hood
Standpipe Systems	On or adjacent to the lowest outlet
Smoke Control Systems	On the manual control panel, or lowest fan if no panel is installed
Fire Escapes	On or adjacent to the lowest landing
Special Suppression Systems	On the agent supply tank or pull device
Fire Pumps	On the control panel
Spray Booth	On the agent supply tank or pull device
Emergency Generators	On the control panel
Foam Systems	On the agent supply tank or pull device
Portable Fire Extinguishers	On the control valve of the extinguisher
Marina Standpipe	On or adjacent to the fire department connection

The following format shall be used for all service labels: (excluding hood cleaners)

DO NOT REMOVE By Order of the Tacoma Fire Department	Year:	Month:	Next Due Date:
	Firm:		
	Address:		
	Phone:		
	Serviced by:		Date:
	City of Tacoma Fire Protection License Number:		
	Description of work:		Circle the System Status
		RED	
		YELLOW	
		GREEN	

The following information shall be printed on service labels:

1. The words "**DO NOT REMOVE by order of the Tacoma Fire Department.**"
2. Name, address and telephone number of the certifying business or firm.
3. The date that work was performed and a signature of the person performing work.
4. Description of work performed.