



**CITY OF PALO ALTO
FIRE DEPARTMENT**

**Fire Prevention Bureau
Information Bulletin 01-10**

Fire Protection System Reporting Requirements

Owners or operators of facilities with fire protection systems (fire sprinklers, fire alarms and fire-extinguishing systems) are required under the California Fire Code to perform and record all required inspections on a monthly basis and provide records to the Fire Department upon request. These inspections may be performed by the owner/operator. Please provide the following:

Name of party performing inspections: _____

Location of inspection records: _____

As of January 23, 2007, under State law owners or operators of facilities with water-based fire protection systems are required to submit documentation supporting the proper testing and maintenance of those systems to the local Fire Authority on an annual basis

The Palo Alto Fire Department requires facility owners and operators to report annually on the inspection, testing and maintenance of fire alarm systems and special application fire extinguishing under authority described in the 2007 California Fire Code, Section 901.6.2. The information requested above and records of all of the following shall be submitted annually to the Palo Alto Fire Department:

- 1. Water-Based System Testing and Maintenance Report:** Water based protection systems are required to be tested and maintained annually in accordance with NFPA 25, Chapter 5 as amended by Title 19 of the California Code of Regulations. Testing and maintenance shall be conducted by a fire protection systems contractor licensed by the Office of the State Fire Marshal or by a C-16 licensed contractor. Forms are at: http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer_aes.php
- 2. Fire-Extinguishing System Testing and Maintenance Report:** All fire-extinguishing systems are required to be tested and maintained semi-annually in accordance with the applicable NFPA standard and Title 19 of the California Code of Regulations. Testing and maintenance shall be conducted by a fire protection systems contractor licensed by the State Fire Marshal or C-16 contractor and recorded on their standard forms.

3. Fire Alarm System Testing and Maintenance Report: All fire alarm systems are required to be tested and maintained semiannually in accordance with NFPA 72, Chapter 10 and the 2007 California Fire Code, Section 901.6 and Chapter 45. Testing and maintenance shall be conducted by a qualified fire alarm technician or by a C-9 or C-10 licensed contractor. Please see NFPA 72 for current forms.

When “**Major**” deficiencies are found in any system (conditions that render the system inoperative, or an extinguishing system that is not UL 300 listed), a report must be emailed to paloaltofire@gmail.com within **24 hours** of inspection, identifying all “Major” and “Minor” deficiencies found.

When only “**Minor**” deficiencies are found, a report must be sent to the Fire Prevention Bureau within 30 days of inspection, identifying that no “Major” deficiencies were found and identifying all “Minor” deficiencies.

When NO deficiencies are found, a report must be sent to the Fire Prevention Bureau within 30 days of inspection identifying that no “Major” or “Minor” deficiencies were found.

Note: Any deficiencies corrected at the time of inspection need not be annotated as a deficiency on the form. However, if a condition that warrants the attention of the Fire Prevention Bureau is discovered and fixed, annotate a comment as to the condition found, i.e., “fire alarm control panel found with bells silenced”

Reports may be sent in .pdf format to paloaltofire@gmail.com

Deficiency Repair Reporting: An updated Inspection Form shall be sent to the Fire Prevention Bureau by the licensed repair company once the major or minor deficiency with the system is corrected. The report is required to be faxed to the Fire Prevention Bureau within 24 hours of Major Deficiency Repair. Repair of Minor Deficiencies can be reported through standard mail to our Dover Office within 30 Days of deficiency repair or sent to paloaltofire@gmail.com

Fees: The City of Palo Alto has adopted a fee to recover costs associated with processing, reviewing and archiving the reports listed above.

The 2014 fee is \$86 per building per year. Failure to provide information within 30 days may result in a field inspection to verify the status of the systems on site. Inspection will be billed to the responsible party in accordance with the Fire Department’s fee schedule.