

Program Guide
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OFSR
Online Fire Systems Reporting

Background and Description:

Online Fire System Reporting (OFSR) is a program designed to reward building owners who operate and maintain their properties in a safe manner and inspect, maintain and service their fire protection systems as required by fire codes. Buildings voluntarily registered by their owners will receive the program benefits. Risk from fire is significantly reduce when fire protection systems are ready to operate and therefore well maintained systems reduce the need for periodic fire inspections performed by Portland Fire & Rescue (PF&R) Fire Inspectors. This program shifts the periodic fire inspection frequency from a 2 year cycle to a 4 year cycle for all businesses within a qualifying building when an owner registers their building, meets all qualifications and complies with the program criteria. Exception: the building "core" will remain on a two year inspection cycle.

Eligibility:

Building

To qualify a building must meet all of the following criteria:

1. The building is protected by a complete automatic fire sprinkler system that is in compliance with the appropriate NFPA Standard (NFPA 13 or NFPA 13R).
2. Annual inspections and tests of the applicable water based fire protection systems--sprinkler, standpipe, fire pumps and private hydrant system(s)--are performed per NFPA 25.
3. Corrections identified in the Inspection, Test and Maintenance Service Report are remedied in a timely manner.
4. The fire sprinkler system alarm and supervisory signals are monitored by an approved Supervising Station (proprietary, remote or central supervising station).
5. The alarm system is tested and maintained per NFPA 72 and Portland policy. Submitting alarm test results to the website will eventually be required as part of the OFSR program.
6. Smoke control systems, if installed, must be maintained per the PFC.
7. There are no critical unabated fire code violations in any of the building tenants or common areas.
8. The owner agrees to receive notices via email and the service provider submits required reports via the OFSR web application provided by PF&R.

Service Provider (qualified contractor or qualified property owner's representative.)

To qualify the provider of inspection and testing service must meet all of the following criteria:

1. The individual performing the inspection must be certified by PF&R in the areas of work performed, or directly supervised by a certified individual.
2. The service provider must register with PF&R to utilize the web application.
3. All components of the property's fire protection systems are inspected and tested at the required times and necessary maintenance is provided. Monthly inspections required by NFPA 25 are not required for program participation.
4. Relevant records must be logged and retained.
5. Record of the inspections must be reported to PF&R through their OFSR web system.
6. Through the OFSR web system all changes in occupancies must be reported at time of annual service report.
7. All repairs and alterations must be performed under benefit of permit from PF&R.

Duties and Obligations

Owner -

- Designate a person as point of contact and an email account to be used for notice transmittals.
- Schedule annual tests and inspection service
- Facilitate necessary system maintenance
- Correct all noted deficiencies
- Assure all corrections and alterations of building and fire systems are done under benefit of permit.
- Maintain all exits as approved.

Service Provider

- Perform inspections and test in accordance with NFPA 25 (as required for annual inspection, maintenance or test).
- Use staff that has a valid certificate of fitness from PF&R
- Report all deficiencies to the owner and PF&R
- Report all changes in occupancy class or commodity class that have occurred since last inspection
- Provide complete inspection form conforming to NFPA 25 annual inspection, test and maintenance requirements to owner.
- Log the inspection activity in the OFSR web application provided by PF&R
- Note, in the future all fire system tests and inspections (fire alarm, fixed systems, hood cleaning) may be required to be reported through this system as a condition of extended fire inspection frequency.

City of Portland

- Email courtesy reminder 60 days prior to annual test date
- Email correction notice when system maintenance\modification needed
- Quickly respond to resolve contested issues on system inspection report
- Audit Service Providers practices

Application/Registration:

PF&R program coordinator will assist the owner in the registration process and answer any questions about the program. The coordinator will also assist the customer in completing the required application forms. Application will be made on forms supplied by the Bureau. Registration of each building is required. In the future, the city may charge a fee for the program. Before this is instituted program participants will be notified. The coordinator may be reached at 503.823.3712 (ask for OFSR's coordinator) Monday through Friday between the hours of 8am to 4pm or by email at fsreports@portlandoregon.gov.

Process:

The following process will occur once a request has been received to register a building in the program.

1. Violation history and status of outstanding violations reviewed.
2. If a periodic inspection by PF&R has been completed within the previous 12 months and all significant violations have been abated a letter of acceptance will be emailed to the applicant by PF&R.
3. If a periodic inspection by PF&R was not performed in within the last 12 months a fire inspection will be scheduled and completed for all businesses with older inspection dates. When significant violations are corrected a letter of acceptance will be emailed to the applicant.
4. Upon receipt of the letter of acceptance the applicant should contact the Permit Tech to complete the registration process in the OFSR web application. The Service Provider must be identified at this time. The owner must notify PF&R when a Service Provider is changed since only the identified Service Provider may submit inspection records. The periodic cycle for PF&R inspections will be reset to 4 years except for the CORE which will remain on a 2 year cycle.
5. Owner schedules system inspection with Service Provider. The Inspection must be completed within 12 months of the previous system inspection.
6. PF&R emails notice of due system inspections approximately 60 days prior to due date.
7. Service Provider registers in OFSR web application.
8. Service Provider logs inspection information including needed corrections.
9. PF&R will email a Violation Notice to building owner for corrections deemed necessary to correct.
10. If correction of the deficiencies has not been received within 40 days of the original Violation Notice a reinspection fee will be assessed and a reinspection notice will be emailed to the owner. Subsequent reinspection fees and notices will be assessed if the corrections remain unabated. Continued non-compliance may be cause for removal from the program.
11. System inspection and test dates in the PF&R database are automatically updated. A reminder of the next test date will be emailed approximately 60 days prior to the due date.

Limitations During Phase In:

This is a pilot program. During the first 4 years the number of businesses allowed into this program will be limited to approximately 960 per year. The number of buildings will vary based on the number of businesses per building. Registration applications received after a year's quota has been filled will be put on a waiting list to qualify for the next year's allotment.

Fees

Although there is no fee for the program during its pilot phase, it is anticipated that an annual fee will be assessed with the annual system inspection submittal. This fee is intended to pay for the cost to administer the program. Prior to any fee proposal going to City Council, all participants will be notified in order to gather their input.

Suspension and Termination

Any building registered under the OFSR Program which neglects to comply with the rules and the requirements outlined by this program guide may be suspended or removed from participation in the program. Upon suspension or removal from the program the periodic fire inspection frequency is reset to 2 years until the Fire Marshal reinstates the property into OFSR. The Fire Marshal shall not reinstate the property until a finding is made that operating practices exist within the building management to operate and maintain the building in a safe manner without intervention from PF&R. In addition to resetting the inspection cycle, the penalties provided under Portland City Code may be imposed.

Appeal of Suspension or Termination

The Owner, Manager, or Responsible Party may appeal the suspension or termination to the Fire Marshal. The appeal must be made in writing within 10 business days of the suspension or termination.

NOTES:

Application to include:

- Service Provider
- Date of last system inspection
- Contact person, phone and email
- Affirmation that all notices will be provided by email