



**Portland Fire & Rescue
Fire Marshal's Office**

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FMOITMReports@portlandoregon.gov

Portland Fire & Rescue, through the Portland Fire Marshal's Office, is starting a new inventory system for fire and life safety equipment such as fire alarms, sprinkler systems, fixed extinguishing systems, etc., at all businesses in Portland. The program that will be used is called **CivicGov**.

Purpose of the Visit:

A Fire Inspector is onsite to verify your fire protection equipment inventory, affix official Portland Fire & Rescue labels (example below) to your equipment and update business owner contact and billing information.



Questions?

If you have questions regarding this request, please contact the Portland Fire Marshal's Office at:

FMOITMReports@portlandoregon.gov

– or –

Call: 503-823-3993

OFFICIAL RECORDS UPDATE REQUEST

Portland Fire & Rescue (PF&R) is in the process of updating the fire protection systems records within the City of Portland. Please update and complete this information and return it to the PF&R Fire Inspector onsite so they can immediately update your information within the City of Portland system. Contact information may also be emailed to FMOITMReports@portlandoregon.gov

Business Name: _____

Business Address (incl. suite & floor): _____

Business E-mails (site specific and billing): _____

Business Responsible Party Name(s): _____

Business Telephone: _____ After-hours Contact Number(s): _____

Billing Address (if different than above): _____

Keeping You Safe

The City requires certain facilities to be provided with fire protection systems, such as sprinklers, alarms and other specialized protection devices to protect the community and emergency responders.

Required Testing

All fire protection equipment and life safety systems will be inspected, tested and maintained in compliance with all national fire codes and standards. Fire Protection contractors complete a documented inspection, testing, and maintenance of each system and are **required to submit their findings to Portland Fire & Rescue within 30 days of the visit to your business.**

Contractors Responsibility

The maintenance of all fire protection systems/equipment is the critical foundation to a safe and prepared community. Due to complexities within the fire code and system testing standards, the Fire Marshal's Office requires all fire protection contractors to have proper endorsements to conduct annual inspection, testing and maintenance on fire protection equipment.

All contractors are required to submit copies of these inspection, testing and maintenance reports to the Fire Marshal's Office. The Portland Fire Marshal's Office reviews all reports for completeness, code compliance and/or for uncorrected deficiencies.

Business Responsibility

The property and/or the business owner is responsible for ensuring fire and life safety systems are inspected, tested, and maintained annually. **The City only allows endorsed fire protection safety contractors to examine and service these systems.**

- *Local Fire Alarms* are the only exception to this. *Local Fire Alarms* are defined as: A non-monitored fire alarm system that consists exclusively of pull stations and bells.

Each system is required to be identified with an official Portland Fire & Rescue bar code label or tag. **Do not remove these labels or tags, as they are required for testing purposes and fire department inventory tracking.**



Here's what we need from your business:

1. Please provide the Fire Inspector with up-to-date business owner contact information.
2. Please allow the Fire Inspector to place a small inventory label or tag on all your fire protection and prevention equipment.

Fire Marshal's Role

- The Portland Fire Marshal's Office (FMO) has a system of reviewing inspection, testing and maintenance reports.
- The review of these system reports allows the FMO to see if required inspection, testing and maintenance are being completed.
- The FMO will follow up with your business to ensure the impairments and deficiencies noted on the report are corrected for fire code compliance.
- The Portland FMO will work to ensure that your fire protection contractor is providing you the quality of service that is required for your fire protection systems.