

**PORTLAND FIRE & RESCUE**  
Inspection Testing & Maintenance group  
ITM – PROCEDURE # 5



**Date: July 5, 2023**

**Subject: CONTRACTORS SUBMITTING ITM REPORTS**

**I. INTENT:**

- A.** To provide the steps for Contractors, Contractor Representatives and System Owners who self-report to submit Inspection, Testing & Maintenance (ITM) reports to Portland Fire and Rescue’s ITM team.

**II. DEFINITIONS:**

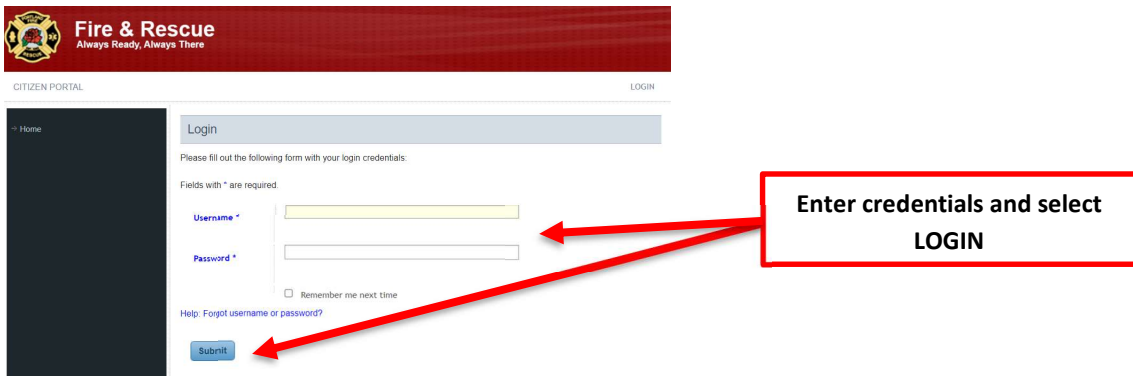
- A. Fire Alarm System: NFPA 72 – 2020 3.3.111 Fire Alarm System** - A system or portion of a combination system that consists of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals. (SIG-FUN)
- B. Non-Monitored 110v Bell and Pull Station “Local Alarm”:** For the purposes of this procedural document, a **Local Alarm** is defined as – *A non-monitored fire alarm system that consist exclusively of pull stations and bells.* These systems do NOT include a Fire Alarm Control Panel (FACP) of any type and therefore do not transmit an electronic signal to a Central Station or monitoring agency or any other monitoring equipment.
- **NOTE:** This type of Fire Alarm system is the only type of Fire Alarm which Portland Fire & Rescue does not require the person completing the testing to be a state licensed electrician. Any competent person knowledgeable in how to complete the testing and following the instructions provided on [PF&R form 300.91U](#) may do the testing and submit the ITM reports. The designated person completing the testing will need to be registered as a contractor with Portland Fire & Rescue through the Citizens Portal. See ITM – Procedure #4, found at PF&R’s ITM web page <https://www.portland.gov/fire/pfr-fmo-itm> for details on how to register.
- C. Sprinkler System: NFPA 13 – 2019 3.3.206 / NFPA 25 – 2020 3.6.4 Sprinkler System** - A system, commonly activated by heat from a fire and discharges water over the fire area, that consists of an integrated network of piping designed in accordance with fire protection engineering standards that includes a **water supply source**, a water **control valve**, a **waterflow alarm**, and a **drain**. The portion of the sprinkler system above ground is a network of specifically sized or hydraulically designed piping installed in a building, structure, or area, generally overhead, and to which sprinklers are attached in a systematic pattern.
- **For the purposes of Sprinkler System ITM submittals, selections for submittals will include:**
    1. Sprinkler System - Wet
    2. Sprinkler System - Dry
    3. Sprinkler System - Preaction

**III. SUBMITTING ITM REPORTS:**

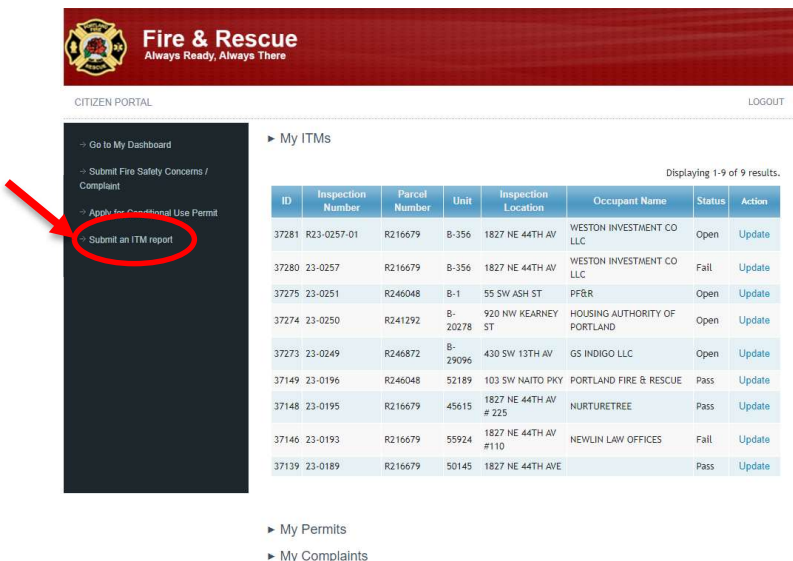
- A. **IMPORTANT:** Use any internet browser except I.E. 11 or older. Firefox or Chrome is recommended.
- B. Enable pop-ups for the site <https://www.civicgov2a.com/portland/portal/index.php>
- C. **STOP! Each life safety system must have its' own ITM report submitted separately.**
  - **Example 1 – 1 wet sprinkler system and 1 dry sprinkler system in the same building or facility = 2 submittals.**
  - **Example 2 – 3 wet sprinkler systems in the same building or facility = 3 submittals.**
  - **Example 3 – 2 Type I hoods/Fixed Extinguishing Systems in the same building or facility = 2 submittals.**
  - **Example 4 – 1 Fire Alarm & 1 DAS/ERRC/ERCC in the same building or facility = 2 submittals.**

**IV. STEPS TO SUBMITTING ITM REPORTS:**

**Step 1:** Log into PF&R's **Citizen Portal** using your credentials or, for Contractor's who have a Company Administrator, the credentials of the contractor who completed the ITM.



**Step 2:** On the bottom left: Click **Submit an ITM report.**



### Step 3: Searching:

To search for a business, building or suite there are several ways to find it.

Search by:

- **Building Name**
- **Location/Physical Address**
  - **Building Location ID** is the link number to the building, in the example below it is [B-33759](#). This is generally the link that will be used for building wide systems.
- **Suite Name**
  - **Suite Location ID** is the link number to use related to the suite only.
- **Owner/Occupant/Business Name**

*Notes – additional information:*

- **Parcel Number** (R number) is the County Assessors Property ID number and may be searched at Portland Maps <https://www.portlandmaps.com/>. This refers to the land itself.

Note: When searching via the “**Location/Physical Address**”

- Enter the physical address. The format you enter is important; it must match the format used by the City of Portland GIS.
- Alternatively, you can use a string function (%) search. For example, you can type “**1300%Gideon%**” and it will pull up every address starting with **1300** and containing **Gideon**.
- INFORMATION:** If you don’t find the address, check Portland Maps: <https://www.portlandmaps.com/>.

Parcel Number	Owner Name	Land Address	Building Location id	Building Location	Suite Location id	Suite Location
	PORTLAND CITY OF	1300 SE GIDEON ST	B-33759 1300 SE GIDEON ST		01304	1300 SE GIDEON ST HOUSELESS COMPANY REFERRALS
	PORTLAND CITY OF	1300 SE GIDEON ST	B-33760 1300 SE GIDEON ST		01305	1300 SE GIDEON ST HOUSELESS COMPANY REFERRALS
	PORTLAND CITY OF	1300 SE GIDEON ST	B-33761 1300 SE GIDEON ST		01306	1300 SE GIDEON ST HOUSELESS COMPANY REFERRALS

In this example, searching by **Suite Name**, "Fire" has 30 results.

▼ Step 1. Select Land, Building, or Suite Location

To search for land records or buildings and suites (stores/classrooms/offices or areas within a building), users can enter any field information below and generate the search.

Once the location is identified, clicking the live link id number will create the permit application at the location selected.

If the user cannot find the required location, please contact the municipality for assistance.

Building Name  Location / Physical Address

Suite Name  Parcel Number

Owner/Occupant/Business Name

[Generate Search Results](#)

Displaying 1-10 of 30 results.

Parcel Number	Owner Name	Land Address	Building Location Id	Building Location	Suite Location Id	Suite Location
R102722 603-677 N TILLAMOOK ST	ALLIANCE DEVELOPMENT GROUP LLC	603-677 N TILLAMOOK ST	B-22008 655 N TILLAMOOK ST	655 N TILLAMOOK ST ALLIANCE DEVELOPMENT GROUP LLC	58098	2119 N KERBY AV REVOLVER STUDIOS
R121955 3255 NE HANCOCK ST	SCHOOL DISTRICT NO 1	3255 NE HANCOCK ST	B-20887 1915 NE 33RD AV	1915 NE 33RD AV PORTLAND PUBLIC SCHOOLS	48257	1915 NE 33RD AV CAMP FIRE COLUMBIA
R131785 9444 N WHITAKER RD	PROLOGIS-EXCHANGE 2000 LLC	9444 N WHITAKER RD	B-7588 9440 N WHITAKER RD	9440 N WHITAKER RD PROLOGIS-EXCHANGE 2000 LLC	59154	9444 N WHITAKER RD CORE
R140528 709-715 SW ANKENY ST	NOUREDINE,HADI	709-715 SW ANKENY ST	B-17114 717 SW ANKENY ST	717 SW ANKENY ST HADI NOUREDINE	41489	717 SW ANKENY ST CORE
R182321 926 NE WEIDLER ST	PORTLAND CITY OF	926 NE WEIDLER ST	B-18137 926 NE WEIDLER ST	926 NE WEIDLER ST CITY OF PORTLAND	27148	926 NE WEIDLER ST PORTLAND FIRE & RESCUE

In this example, searching by **Suite Name**, "Fire Marshal" has 1 result.

▼ Step 1. Select Land, Building, or Suite Location

To search for land records or buildings and suites (stores/classrooms/offices or areas within a building), users can enter any field information below and generate the search.

Once the location is identified, clicking the live link id number will create the permit application at the location selected.

If the user cannot find the required location, please contact the municipality for assistance.

Building Name  Location / Physical Address

Suite Name  Parcel Number

Owner/Occupant/Business Name

[Generate Search Results](#)

Displaying 1-1 of 1 result.

Parcel Number	Owner Name	Land Address	Building Location Id	Building Location	Suite Location Id	Suite Location
R327948 1155 SE POWELL BLVD	PORTLAND CITY OF	1155 SE POWELL BLVD	B-7724 1300 SE GIDEON ST	1300 SE GIDEON ST Portland Fire Prevention Division	10177	1300 SE GIDEON ST PORTLAND FIRE & RESCUE

▼ Step 1: Select Land, Building, or Suite Location

To search for land records or buildings and suites (stores/classrooms/offices or areas within a building), users can enter any field information below and generate the search.

Once the location is identified, clicking the live link id number will create the permit application at the location selected.

If the user cannot find the required location, please contact the municipality for assistance.

Building Name:  Location / Physical Address:

Suite Name:  Parcel Number:

Owner/Occupant/Business Name:

[Generate Search Results](#)

Displaying 21-30 of 187 results.

Parcel Number	Owner Name	Land Address	Building Location Id	Building Location	Suite Location Id	Suite Location
	TMT LLOYD RETAIL INC	LLOYD CENTER			24168	2311 LLOYD CENTER DICKEY'S BARBECUE PIT
	TMT LLOYD RETAIL INC	LLOYD CENTER			23848	1009 LLOYD CENTER EUPHORIA
	TMT LLOYD RETAIL INC	LLOYD CENTER			23986	1228 LLOYD CENTER FINISH LINE
	TMT LLOYD RETAIL INC	LLOYD CENTER			23957	963 LLOYD CENTER FIVE O TREE
R182315 LLOYD CENTER	TMT LLOYD RETAIL INC	LLOYD CENTER	B-15676	2038 LLOYD CENTER	24141	2229 LLOYD CENTER FLUID SYSTEMS INC
	TMT LLOYD RETAIL INC	LLOYD CENTER		KREF LLOYD CENTER OWNER LLC	39047	958 LLOYD CENTER FOREVER 21
	TMT LLOYD RETAIL INC	LLOYD CENTER			23567	914 LLOYD CENTER GAMBITS CARDS & HOBBIES

**Building Link** (points to Building Location Id)

**Suite Link** (points to Suite Location Id)

**Step 4: Select the correct link:** See link examples, above. Once a link is selected, a new page opens “Equipment Details” so you can create the record, see image BELOW.

**IMPORTANT:** Make sure you select the correct link. **Fire Alarms and Sprinklers are typically in the Building Location ID link. Fixed fire suppression systems and kitchen hood (cleaning) may be in a Suite Location link.** For example, a restaurant might be in a suite in a mall, such as Dickey’s Barbeque Pit, or it may be in a stand-alone building, such as a KFC, Burger King, etc.

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Always Ready, Always There

CITIZEN PORTAL LOGOUT

Submit an ITM Report

Kindly submit the ITM report on the parcel, building or suite where the equipment was inspected. In the first step, you can select the property. In the next step you can enter equipment details and in the final step you can upload your ITM report. ×

▶ Step 1: Select Land, Building, or Suite Location

▼ Step 2: Equipment Details

If the inspection type you are attempting to select is not available in the drop down, please contact (503) 823-3712.

Inspection Type \*  Equipment Type \*

Functionality Status \*  Deficiency Exists \*

Inspection Start Date \*

In the field below enter a detailed description of the equipment. Please include any building location, room number, and any other relevant information.

Equipment Description \*

[Submit](#)

**Note: If the Inspection Type you are attempting to select is not available in the drop down, please call 503-823-3712.**

- Select **ITM Inspection Type**.
  - *Note: If Equipment Type does not autopopulate, also select Equipment Type.*
- Select **Functionality Status**.
- Select **Deficiency Exists** – yes/no
- Enter the **Inspection Start Date**: The date the system was actually inspected.
- **Important**: Provide clear equipment descriptions and specific **location details**.
- Select **Submit** at the bottom

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▶ Step 1: Select Land, Building, or Suite Location

▼ Step 2: Equipment Details

If the inspection type you are attempting to select is not available in the drop down, please contact (503) 823-3712.

**Inspection Type \*** Fire Sprinkler System - Wet **Equipment Type \*** Fire Sprinkler System - Wet

**Functionality Status \*** Operational **Deficiency Exists \*** No

**Inspection Start Date \*** 07/14/2023 08:00

In the field below enter a detailed description of the equipment. Please include any building location, room number, and any other relevant information.

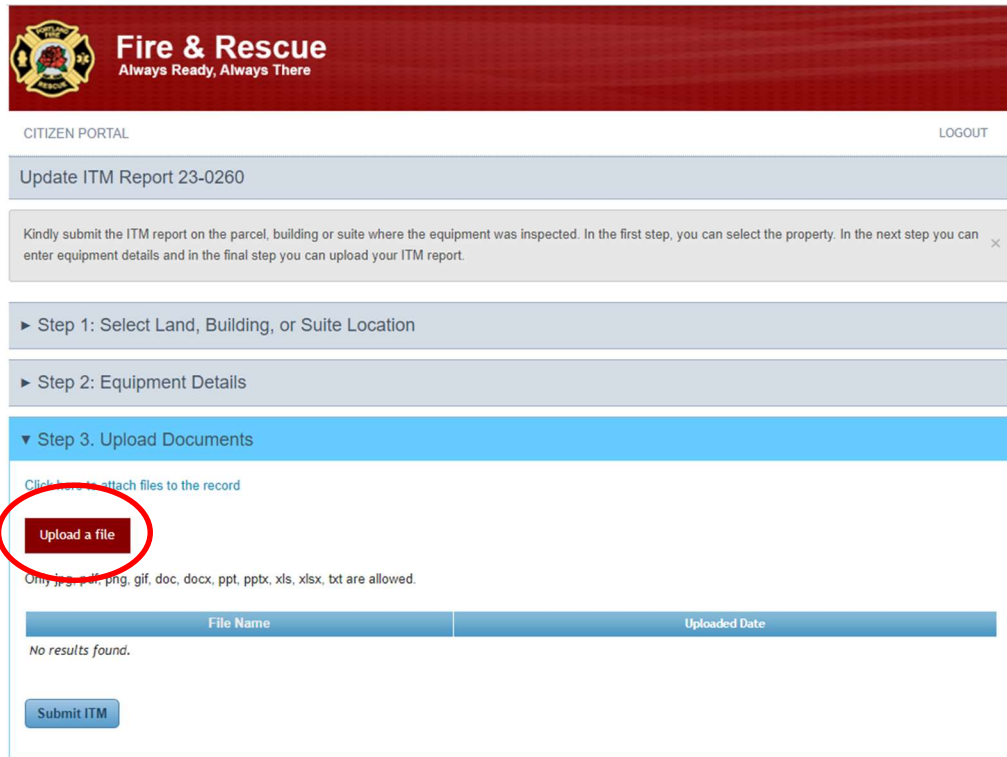
**Equipment Description \*** Sprinkler Riser #1 (of 3) West Side of Building

*Note: This section may also be used to transmit brief messages regarding the system. For example: "Previously noted deficiency repaired during this inspection".*

**Submit**

## Step 5: Upload Documents

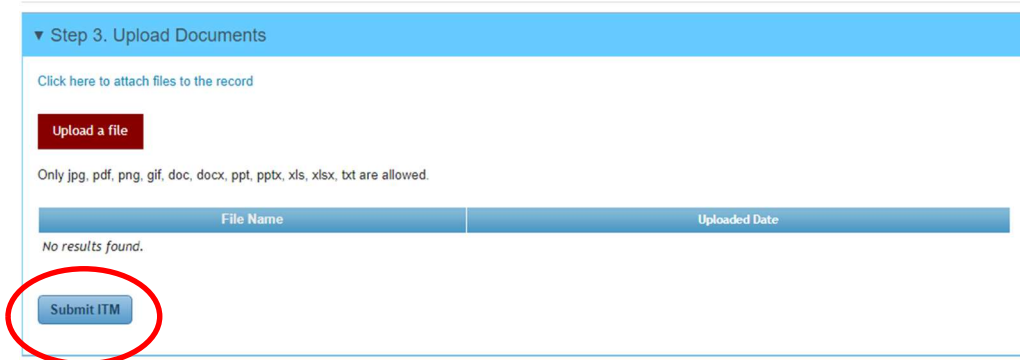
- Select **Upload a File**. You can select one or more files to upload.



The screenshot shows the Fire & Rescue Citizen Portal interface. At the top, there is a red header with the Fire & Rescue logo and the tagline "Always Ready, Always There". Below the header, the page title is "Update ITM Report 23-0260". A message box states: "Kindly submit the ITM report on the parcel, building or suite where the equipment was inspected. In the first step, you can select the property. In the next step you can enter equipment details and in the final step you can upload your ITM report." Below this, there are three steps: "Step 1: Select Land, Building, or Suite Location", "Step 2: Equipment Details", and "Step 3: Upload Documents". The "Step 3: Upload Documents" section is highlighted in blue. It contains a link "Click here to attach files to the record" and a red button labeled "Upload a file" which is circled in red. Below the button, it says "Only jpg, pdf, png, gif, doc, docx, ppt, pptx, xls, xlsx, txt are allowed." There is a table with two columns: "File Name" and "Uploaded Date". The table is empty and contains the text "No results found." At the bottom of the section is a blue button labeled "Submit ITM".

## Step 6: Submit ITM.

- Once you Upload your ITM Report, select **Submit ITM** report and you are done!



This screenshot is identical to the one above, showing the "Step 3: Upload Documents" section. However, in this image, the "Submit ITM" button at the bottom of the section is circled in red.

**Reminder: Each life safety system must have its' own ITM report submitted separately. For example, and as noted on page one (1) of this document, if you have multiple Wet Sprinkler Systems that you inspected in a single facility, they must each be reported separately. Even if you placed all systems on a single report, you must have individual submissions for each and upload the sprinkler ITM report with EACH submission.**