



# PORTLAND FIRE & RESCUE



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## LOCAL FIRE ALARM QUARTERLY TEST REPORT FORM

Occupancy Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner / Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Portland Fire Code (2016 PFC; NFPA Chapter 14, 2013 edition) requires that the person in charge of a building where a manually operated, local fire alarm system is installed, shall test the system at least quarterly to determine if the system is in working order. Defects in the alarm system shall be corrected immediately.

A record of the past three year's quarterly tests shall be kept on the premises and surrendered to the Fire Inspector upon request. Quarterly, is defined as every three months: January, April, July, October, and so forth.

For further information, contact the Fire Marshal's Office at (503) 823-3770

Test Date (M / Day / Yr)	Signature	Comments