



NORTHSTAR FIRE DEPARTMENT



FIRE PROTECTION & LIFE SAFETY SYSTEMS – REPORTING INTERVALS AND SUBMITTAL FORMS

The Northstar Fire Department (NFD) has instituted a report submittal process for service providers who inspect, test, and maintain (ITM) fire protection systems within our jurisdiction, and in accordance with the requirements of Title 19, Public Safety, Division 1, CA State Fire Marshal (CSFM) regulations. Effective **immediately**, all compliant & non-compliant (deficient) fire protection system inspection, testing, and maintenance (ITM) report submittals are required to be made via The Compliance Engine's (TCE) online submittal system (www.thecomplianceengine.com).

The Northstar Fire Department is dedicated to delivering 100% compliance with our adopted codes and standards. This partnership with TCE's web-based service attempts to aggregate, track, and streamline the collection of compliance data of fire protection systems within our jurisdiction. Property owners will receive timely proactive notifications of their inspections and testing requirements, and the Northstar Fire Department will gain the ability to better mitigate the risk within our community by improving public safety to our citizens.

All contractors performing inspection, testing and maintenance of the fire protection and life safety systems work must possess a valid license to perform such ITM work within the Northstar community. Please note that the Northstar Fire Department will verify a contractor's license upon the submittal of an ITM inspection report.

ITM Reports are required to be uploaded to TCE in PDF digital format. Per the California State Fire Marshal's (CSFM) office, fire suppression systems shall be submitted on AES forms. All other systems noted below can be submitted on an ITM form of the contractor's choice. To obtain copies of the required forms please contact the California Office of the State Fire Marshal or the National Fire Protection Association.

Contractors shall submit all reports in accordance with the following NFD intervals and form-type:

Report Type	Semi-Annual	Annual	5-Year	Form
Automatic Closing Fire Assemblies		X		Contractor's Choice
Commercial Kitchen Exhaust Cleaning	X			Contractor's Choice
Deluge System			X	CSFM-AES 2
Dry Pipe Sprinkler System			X	CSFM-AES 2
Elevator		X		Contractor's Choice
Emergency Power Generator		X		Contractor's Choice
Emergency Responder Radio Coverage System		X		Contractor's Choice
Fire Alarm		X		Contractor's Choice

Smoke Control Systems – Guidelines & Specifications

Fire Prevention Guideline P-16

Fire Escape		X		Contractor's Choice
Fire Pump		X		CSFM-AES 5
Fire Sprinkler Monitoring		X		Contractor's Choice
Foam Water Sprinkler System		X		CSFM-AES 8
Gas Detection Systems		X		Contractor's Choice
Hood Suppression System (Wet, Dry, Special)	X			CSFM-AES 20, 10
Pre-Action			X	CSFM-AES 2
Pressure Reducing Valve (PRV's)	X			Contractor's Choice
Private Fire Hydrants			X	CSFM-AES 4
Refrigerant Detection Systems	X			Contractor's Choice
Smoke Control System	X			Contractor's Choice
Special Suppression (Clean Agent / CO2)	X			CSFM-AES 22
Sprinkler System (Wet)			X	CSFM-AES 2
Standpipe			X	CSFM-AES 3
Trash Chute	X			Contractor's Choice
Water Storage Tanks	X			CSFM-AES 6

SECTION 1- GENERAL REPORT PREPARATION GUIDELINES:

1.1 The table above includes only the reporting intervals required to be submitted to NFD. It does not include all inspection and testing required by the applicable codes and standards

1.2 All reports must be submitted within 14 days of the inspection, testing, or maintenance completion

1.3 ITM reports that do not reflect inspection and testing results for all applicable components and devices, in conflict with the corresponding governing code or standard are considered incomplete and shall be categorized as "Deficient", both on the ITM form and on TCE's digital intake form

1.4 Do not submit multiple PDF files for the same ITM report. All sheets for the same report, including the cover sheet (i.e. AES 1) shall be provided within the same PDF file

1.5 Multiple fire sprinkler, alarm systems, or hood systems within the same premises/address shall have their own and separate ITM report that assigns a system number to each system (e.g., sprinkler riser # 1 or Kitchen Hood # 1)

1.6 Systems within a complex or campus, sharing the same general street address shall be issued their own ITM report, and identified by the number of the building (premise) it serves (3068 Highlands View Road; Building # 1)

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Fire Prevention Guideline P-16

1.7 All forms shall be completed thoroughly and signed by all required parties

1.8 All data fields in forms shall be completed. No data fields should be left blank

1.9 Any data fields that are not applicable to the system being tested / inspected shall be filled with “Not applicable” or “N/A” after being verified

1.10 Contractors shall gather and provide all applicable premise contact information on the corresponding TCE contact data entry fields, to ensure proper notifications are generated and delivered to responsible parties

1.11 All deficiencies on ITM forms shall also be entered into TCE deficiencies data fields

1.12 All ITM reports that have been rejected by AHJ shall be revised and re-submitted within 14 days of the date they are rejected on TCE

SECTION 2- FIRE SUPPRESSION SYSTEM REPORT PREPARATION GUIDELINES:

2.1 Each system shall have its own and separate ITM report. Do not combine multiple systems within the same report (except when using AES forms 2.1, 2.2, 3 & 3.1)

2.2 All corrections and repairs to systems reported on AES forms shall be documented and submitted on an AES 10 form only

2.3 Job numbers on all initial AES inspection and testing forms shall match the job number on the corresponding AES 10 form, and vice versa

2.4 ITM reports may be submitted as "Compliant" only when they do not contain any deficiencies.

2.5 ITM reports listing deficiencies may only be submitted as "Compliant" if/when accompanied by the corresponding "Corrective Action and Repairs Performed" form (AES 10), reflecting all deficiencies as corrected (repaired). Both the initial ITM report and the AES 10 form shall be uploaded combined as one PDF file.

SECTION 3 - FIRE ALARM SYSTEM REPORT PREPARATION GUIDELINES:

3.1 All system component tests where you document that a visual inspection and/or a functional test was performed shall also indicate the outcome of such component test (Passed/Failed, etc.). "N/A" comments are not applicable when inspection/s and/or tests are performed or required. "N/A" is only applicable if/when the system test is not required due to the nature of the system and NFPA 72 requirements

SECTION 4 - KITCHEN FIRE SUPPRESSION SYSTEM REPORT PREPARATION GUIDELINES

4.1 ITM work reports are only accepted on CSFM's AES 20 and AES 10 forms

4.2 ITM work reports shall be prepared and submitted separately

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SECTION 5 - SYSTEM IMPAIRMENT REPORTING:

5.1 All system impairments shall be reported to the Northstar Fire Department immediately. When system impairments are found during inspection or testing, they shall be reported via TCE. When impairments are found outside of periodic inspection and testing, they shall be reported by emailing related information and documentation to jgibeaut@northstarcsd.org

For questions related to the submission of fire system ITM reports to the Northstar Fire Department, please **call** the Compliance Engine Support line at (630) 413-9511. Additionally, much of the information needed to accomplish this can be found in the contractors “HELP” section of the TCE website. For questions regarding the guidelines listed above, please contact Jason Gibeaut at (530) 562-1212 or email jgibeaut@northstarcsd.org.