



**ANCHORAGE FIRE DEPARTMENT  
FIRE PREVENTION  
4700 Elmore Anchorage, Alaska 99507  
(907) 267-4900**

**Policy #07-012 POLICY FOR FIRE SYSTEMS SERVICE REPORTS**

**EFFECTIVE DATE 5-21-08**

This bulletin presents a summary and explanation of the International Fire and Building Codes regarding Fire System Service Reports.

All fire service companies providing services within the Municipality of Anchorage Fire Service Area shall provide a legible copy of all fire system service reports to Anchorage Fire Department - Fire Prevention Division, in the following timelines and in accordance with State of Alaska Fire and Life Safety Regulations Title 13 of the Alaska Administrative Code, Chapter 50.025 (38), as adopted and amended to the 2006 International fire code, and Anchorage Fire Department policy as listed below.

- ***Status 1 - Systems out of service or Major Deficiencies: Phone call shall be placed immediately to fire prevention at 267-4900, if the system can not be returned to service. On a weekend or after hours, Fire Dispatch shall be notified at 522-1122. Written notification shall be faxed to fire prevention within 24 hours to 343-8438.***

***Corrective Action time: Status 1 reports shall be repaired immediately***

For example but not limited to:

- Fire Sprinkler or Water Based Systems:
  - Non-working flow/pressure switches
  - Damage to fire department connections
  - No water to system
  - Frozen or otherwise damaged system
- Fire Pumps:
  - Non-working fire pumps
  - Fire pump controls not work or malfunctioning
- Fire Standpipes:
  - Damage to fire department connections
  - Damaged or frozen floor control valves
  - Damaged or frozen piping
- Emergency Generators:
  - Non-working emergency generators
  - Malfunctioning emergency generators
- Fire Alarm Systems (detection and alarm):

- Non-working fire alarm panel
- Malfunctioning fire alarm panel
- Audio and visual devices not working entire NAC loop
- Detection not working entire detection loop
- Loss of programming
- Kitchen Hood Fire Systems:
  - System cylinder is not charged or leaking
  - Appliance not properly covered due to rearrangement of appliances
  - Plugged discharge nozzles
  - Automatic detection not functional
  - Gas or electric not shutting down
- Clean Agent or Special Hazard System:
  - System cylinder is not charged or leaking
  - Releasing panel not functional

➤ ***Status 2 - Systems that have critical deficiency reports shall be provided to the Anchorage Fire Department within 14 days.***

***Corrective Action Time: Status 2 systems shall be repaired within 14 days***

For example (but not limited to)

- Fire Sprinkler or Water Based Systems:
  - 5 or more painted sprinkler heads in a concentrated area or more than 10 in a facility
  - Change of use that will affect the performance of the sprinkler system
  - Low water pressure
  - Any other major problem that will affect the performance
  - No monitoring on required systems
- Fire Pumps:
  - Low fuel
  - Pump packing leaking beyond specifications
  - Fire pump room below 40 degrees
  - Fire pump not meeting its rated discharge pressure or GPM flow over a 10% difference
  - Any other major problem that will affect the performance
- Fire Standpipes:
  - Any other major problem that will affect the performance
- Emergency Generators:
  - Low fuel
  - Any other major problem that will affect the performance
- Fire Alarm Systems (detection and alarm):
  - Batteries overdue for replacement
  - No monitoring on required system

- Audio and visual devices not working – up to 3 devices, over 3 devices status 1
  - Detection not working – up to 3 devices, over 3 devices status 1
  - Any other major problem that will affect the performance
  - Kitchen Hood Fire Systems:
    - Hood and ducts with heavy grease buildup
    - Any other major problem that will affect the performance
  - Clean Agent or Special Hazard Systems:
    - Room size has changed
    - Room not properly sealed
    - Expired Squibs
    - HVAC shut downs not properly working
    - Any other major problem that will affect the performance
- *Status 3 - Minor deficiency reports shall be provided to Anchorage Fire Department within 30 days. These deficiencies will not affect the performance of the system*

*Corrective Action Time: Status 3 systems shall be repaired within 30 days*

- *Status 4 – System with no deficiencies shall be reported to the Anchorage Fire Department within 30 days.*

**System service reports shall have the following information on them:**

- Inspection company name shall be printed on all reports with address and phone number
- Inspector's first and last name shall be printed with State of Alaska fire systems permit number.
- Inspector's phone number: office and cell if available.
- Deficiencies shall be typed or legibly hand written and shall be printed text (no cursive/long hand writing). Reports will be written with a minimum line spacing of a 3/8 inch per line.
- All reports shall have building name, occupancy inspected, and address clearly identified on the 1st page, and all subsequent pages shall have the building name and date of inspection on the top of the page.
- All reports shall have the building contact person's name with phone number on the front page.
- Only white and yellow copies will be accepted for reports submitted.
- Deficiency write ups must include the code citation that is in violation and a description of the problem

Items having minor deficiencies or no deficiencies shall be mailed with in 30 days to:

**Anchorage Fire Department  
Fire Prevention Division – Fire Systems Reports  
4700 Elmore Rd.  
Anchorage AK 99507**

Systems out of service and those with major deficiencies shall have a report faxed to 267-4958 and mailed immediately within 1 day to the address above.

Fire Prevention will issue letters of correction as needed or send a fire inspector as required to respond to problems.

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Information & Policy Bulletin