VANCOUVER FIRE DEPARTMENT

Required Cover Sheet: ITM Elements for Smoke Control Systems

Inspection, Testing, and Maintenance Report for Smoke Control and Shaft Pressurization Systems in the City of Vancouver

Periodic testing of smoke control systems is mandated to ensure ongoing reliability and code compliance. Requirements differ for **dedicated** (solely for smoke control) and **nondedicated** (shared with HVAC or other systems) smoke control systems. Below is a consolidated list of periodic test elements, referencing the 2021 Washington State Fire Code, 2021 NFPA 4, and 2018 NFPA 92. Periodic testing can sometimes be completed by a single qualified contractor. In other cases, a qualified contractor will act as lead for a team of qualified specialist inspectors.

INSTRUCTIONS: Complete this form as a cover sheet for individual reports that together, make a complete smoke control report.

Building Information					
Building Name			Address		
Contact Name			City, State, Zip		
Office Phone		Cellular		Email	
Number of stair shafts involved:			Number of fire command centers involved:		
Number of elevator shafts involved:			Number of smoke control panels involved:		
Number of atriums involved:			Number of fire alarm control panels involved		
Number of dedicated fans involved:			Number of fire control rooms involved:		
Number of non-dedicated fans involved:			Presence of emergency power:		
Number of fire-smoke dampers involved:			Presence of standby power:		
Number of smoke dampers involved:			Other:		
Fire Alarm Panel Bar Code #:			Smoke Control Panel Bar Code #:		

Narrative – *Describe the smoke control system, both passive and active components involved – Attach a separate sheet if needed:*

Smoke Control Contractor					
Company Name			Address		
Contact Name			City, State, Zip		
Office Phone		Cellular		Email	
Air Balancing Contractor			☐	**Check if same as Smoke Control Contractor**	
Company Name			Address		
Contact Name			City, State, Zip		
Office Phone		Cellular		Email	
Fire Alarm Contractor			☐	**Check if same as Smoke Control Contractor**	
Company Name			Address		
Contact Name			City, State, Zip		
Office Phone		Cellular		Email	
Door and Damper Contractor			☐	**Check if same as Smoke Control Contractor**	

Company Name			Address		
Contact Name			City, State, Zip		
Office Phone		Cellular		Email	
Other Special Inspector Contractor				**Check if same as Smoke Control Contractor**	
Company Name			Address		
Contact Name			City, State, Zip		
Office Phone		Cellular		Email	

Air balancing contractor company
Other special inspector contractor
Door and Damper company
Special inspector company
Fire alarm technician company
(Blank) = N/A

Use the first letter (**A**, **D**, **F**, **O**, or **S**) in the applicable checkbox below:

Subject	Check	Elements included in the report
Dedicated Smoke Control Systems		Semiannual testing required
Nondedicated Smoke Control Systems		Annual testing required
Integrated Testing		For buildings with multiple fire/life safety systems (e.g., smoke control, alarms, elevators), integrated testing is required to confirm coordinated operation. This includes: • Testing the interaction between smoke control systems and other fire protection systems. • Documentation and oversight by an approved Integrated Testing Agent.
Dampers List individually on a separate sheet.		Full inspection and maintenance every 4 years (6 years for hospitals), per referenced NFPA standards.
Initiating Devices List individually on a separate sheet.		Detectors.
		Manual pull stations.
		Waterflow switches.
Air-Moving Equipment/Air Flow on normal power List individually on a separate sheet.		Supply fans – rotation, speed and airflow; compare to acceptance test data.
		Exhaust fans – rotation, speed and airflow; compare to acceptance test data.
Air-Moving Equipment/Air Flow on standby power List individually on a separate sheet.		Supply fans – rotation, speed and airflow; compare to acceptance test data.
		Exhaust fans – rotation, speed and airflow; compare to acceptance test data.
Firefighter's Smoke Control Panel (FSCP)		Automatic Controls and Sequence of Operation .
		Manual Controls and Sequence of Operation.
		Lights operate and are according to acceptance data.
Fire Alarm Panel Supervision and Alarms List individually on a separate sheet.		Alarm Panel Controls
		Fault reporting.
		Supervisory reporting.
Pressure Differentials List individually on a separate sheet.		Measure and record pressure differences across smoke barriers and doors; compare to design values.
Doors and Barriers List individually on a separate sheet.		Inspect gaskets and door hardware for integrity.
		Automated smoke partitions.
		Test automatic closing/opening of doors and windows used in smoke control.
		Verify "S" rating and door sweeps are not compromised.
Dampers List individually on a separate sheet.		Smoke dampers verify operation from the FSCP.
		Fire-smoke dampers verify operation from the FSCP.
Controls and Sequence of Operation List individually on a separate sheet.		Confirm all automatic and manual control sequences, including event matrix.
		Test activation from all input devices and verify correct system response.

Standby or emergency power		Verify system operation during simulated power loss.
Documentation Review		Ensure maintenance records, test logs, and system documentation are up to date.
		Confirm operational and maintenance manuals, test reports, and as-built diagrams are current and available in the command center or control room.
System Modifications		Retest any modified sections as per acceptance criteria.
Weekly Self-testing (where required)		Review and confirm weekly self-test logs.
System Status		Normal operations at the conclusion of testing.
Deficiencies and corrective plans:		

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Signature_____Date(s) of testing: _____

Printed name of responsible testing individual: _____

Email(s) for questions: _____