

Eugene Office
1705 W. 2nd Avenue
Eugene, OR 97402
(541) 682-7100
(541) 682-7116 FAX



Springfield Office
225 Fifth Street
Springfield, OR 97477
(541) 726-3737
(541) 726-2297 FAX

Fire Marshal's Office

Technical Advisory

Date: October 1, 2014

Advisory: No. 14-03

Subject: Fire Protection System Service Reports

Code Reference: 2010 Eugene Fire Code: Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained on the premises for a minimum of 3 years and service contractors shall send reports of inspections and tests to the City of Eugene Fire Marshal's Office within 30 days of performing the inspection and test. 2014 Springfield Fire Code: Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained on the premises for a minimum of 3 years and service contractors shall send reports of inspections and tests to the City of Springfield Fire Marshal's Office within 30 days of performing the inspection and test.

Industry Reference: National Fire Protection Association: NFPA 10, 13, 14, 17, 17A, 20, 24, 25, 72

Question(s): How shall fire protection system service reports submitted?

Answer(s): Through The Compliance Engine (TCE) at <http://www.thecomplianceengine.com>

Scope: All fire protection systems including, but not limited to:

- Fire Alarms
- Clean Agent Systems
- Dip Tanks
- Dry Chemical Suppression System
- Elevator Recall Inspection
- Emergency Generators
- Explosive Suppression Systems
- Fire Doors
- Fire Pumps
- Foam Systems
- Hazardous Materials Detection Systems
- Kitchen Hoods
- Leak Detection
- Private Hydrants
- Radio Booster Systems
- Rescue Air Systems
- Smoke Control Systems
- Smoke Detection Systems



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- Specialized Testing (Such as 5 year, 10 year, 50 year, etc.)
- Spray Booth Suppression/Sprinkler Systems
- Spray Room
- Sprinkler Systems
- Standpipes
- Water Tanks
- Water Oscillating Monitor

Documentation: Any and all documentation shall be submitted via The Compliance Engine (TCE). Service reports and repairs should be updated and submitted through TCE. A separate service report shall be submitted for each system specific to that fire protection system.

Method 1: Copies of inspection and/or repair service reports shall be attached and submitted through TCE.

Or

Method 2: Service providers may utilize long forms provided by TCE in lieu of their own forms.

