

**Seattle Fire Marshal's Office**

220 3rd Avenue South, 2nd Floor
Seattle, WA 98104
(206) 386-1340

REPORT OF IMPAIRED SYSTEM

For planned or emergency impairments to fire protection systems with a duration of more than 8 hours

[SFD Administrative Rule 9.04](#)

SECTION 1: REPORTING PARTY INFORMATION Name of person reporting impairment: _____ Phone number: _____ Email: _____ Company name: _____ Date: _____ Time: _____	SECTION 2: BUILDING INFORMATION Building name: _____ Building address: _____ Building owner or occupant: _____ Occupant's phone (if known): _____ Email address: _____
---	---

SECTION 3: IMPAIRED SYSTEM INFORMATION
I am reporting a: ☐ Planned Impairment ☐ Emergency Impairment
System affected and specific location: _____
Nature of impairment: _____

Technician: _____ Phone: (_____) _____ Email: _____
Impairment coordinator: _____ Phone: (_____) _____ Email: _____
(Property owner or designated agent)

SECTION 4: MITIGATION MEASURES – Complete applicable section below

Planned Impairment (to be completed by Impairment Coordinator) Impairment period start: Date: _____ Time: _____ Impairment period end (estimated): Date: _____ Time: _____ Fire watch scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No Building occupants notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Onsite responsible representative: Name: _____	Emergency Impairment (to be completed by Technician) Technician name: _____ Phone: (_____) _____ Email: _____ Expected to last 8 hours or more? <input type="checkbox"/> Yes <input type="checkbox"/> No Impairment coordinator notified of impairment? <input type="checkbox"/> Yes <input type="checkbox"/> No Impairment coordinator notified whether a fire watch is required (see requirements/exceptions in Client Assist Memo 5991)? <input type="checkbox"/> Yes <input type="checkbox"/> No Means of notification: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email
---	--

INSTRUCTIONS FOR NOTIFYING THE SEATTLE FIRE DEPARTMENT OF SYSTEM IMPAIRMENTS

SFD must be notified immediately of emergency impairments that are anticipated to last 8+ hours. SFD must be notified 5 business days in advance of planned impairments that will last 8+ hours. The notification process has two mandatory steps:

1. Email this form to SFD_Impairments@seattle.gov
2. Submit report of red-tagged system to SFD using www.thecomplianceengine.com.