



Building Department
3100 Belmont Blvd
509-967-5902

REPORT OF IMPAIRED SYSTEM

For planned or emergency impairments to fire protection systems with a duration of more than 10 hours IFC 901.7

SECTION 1: Reporting Party's Information

Today's Date: _____

Name of person reporting impairment _____

Phone: _____ E-mail Address: _____

Company Name: _____

SECTION 2: Building's Information

Building Name: _____

Building Address: _____

Building Owner/Occupant: _____

Phone: _____ E-mail Address: _____

SECTION 3: Impaired System Information

I am reporting a: Scheduled Impairment Unscheduled Impairment

Type of Impairment: Suppression System Fire Alarm Smoke Control UL 300 System
 Emergency Generator Other: _____

Details on system location(s) and/or zone(s) affected: _____

Impairment began (or will begin) on:

Date: _____ Time: _____

System will be restored to service (estimated) on:

Date: _____ Time: _____

Fire watch implemented: Yes No **Note: BCFD4 will notify you if additional mitigations are necessary*

Check each of the following that have been done in order to notify building tenants? (Mark all that apply)

E-mail each tenant Post signs in lobby and at entrances to suites Distribute flyers Call each business that will be affected

Name of Impairment Coordinator

Phone number

E-mail address

Name of person on site

Phone number

E-mail address

INSTRUCTIONS FOR NOTIFYING THE BELLEVUE FIRE DEPARTMENT OF SYSTEM IMPAIRMENTS

Benton County Fire District # 4 must be notified immediately regarding any emergency impairment that is anticipated to last more than 10 hours. BCFD # 4 must be notified a minimum of 5 business days, in advance, of any planned impairments that will last more than 10 hours. The notification process has two mandatory steps:

- 1) Submit this form to the City of West Richland Building Department
- 2) Call the Benton County Fire District # 4 Business Office: 509-967-2945

(If Benton County Fire District #4 cannot be reached contact SECOMM (Benton County Dispatch) Non-Emergency: 509-628-0333)