



City of Phoenix

FIRE DEPARTMENT
FIRE PREVENTION DIVISION

Explanatory Policy – Recordkeeping

SUBJECT: Requirements for records created from periodic inspection, testing, and servicing of fire and life safety systems	EFFECTIVE DATE: April 21, 2020
REFERENCES: The Phoenix Fire Code (2018 Edition) Section 108.3	REVIEW DATE: July 2024
APPROVED: 	
John Mertens, Fire Marshal	

Purpose: The purpose of this policy is to expound on the requirements set forth in 2018 Phoenix Fire Code Section 108.3 Recordkeeping. Section 108.3 sets the requirements for records created from periodic inspection, testing, and servicing of fire and life safety systems. It stipulates that “The fire code official is authorized to require that certain required records be filed with the fire code official”.

Policy: This policy establishes the submittal requirements for fire and life safety system periodic inspection, testing, and servicing reports. All contractors conducting these types of inspections shall provide the Phoenix Fire Department’s Fire Prevention Section with a copy of the inspection report within 30 days of the inspection completion regardless of the compliant or non-compliant (deficient) nature of the outcome. Correction reports for non-compliant (deficient) systems shall also be submitted within 30 days of completion.

Procedure: The reports shall be submitted to Phoenix Fire Department Fire Prevention Section via www.thecomplianceengine.com. Reports or corrections provided to the Fire Prevention Section through any other format will not be considered fulfillment of the submittal requirements of this policy.