



# FIRE MARSHAL “FOLDER”

Presented during annual inspections

Please keep the following updated records (where applicable to your building), as well as records from the past two years in a folder or binder to present to the Fire and Building Inspector during annual inspections:

- Kitchen hood suppression testing documentation showing system has been tested within the past 6 months
- Hood cleaning documentation or sticker on hood
- Fire alarm system testing documentation showing system has been tested within the past 12 months
- Bi-Annual sensitivity testing on smoke detectors
- Sprinkler system testing documentation showing system has been tested within the past 12 months
- Annual sprinkler backflow system testing
- Annual fire pump testing
- 5 Year Sprinkler system internal pipe inspection
- Exit and emergency lighting battery backup documentation showing 90-minute testing has been performed within the past 12 months and/or annual generator load bank testing (NFPA 110) if applicable
- Semi-annual clean agent suppression system testing (Co2, Sapphire, Inergen, FM-200, etc.)
- Fire door testing (annual)
- Fire hose testing (annual)
- Fire damper testing (one year after installation, then every 4 years; every 6 years in hospitals)
- Areas of refuge two-way communication systems in accordance with 1030.8
- Updated fire evacuation and safety plan – **written plan** and **diagram**
- Employee training (new hire and existing employees) – plan must be covered with employees at orientation as well as annually – documentation can be electronic or a sign off sheet is acceptable.
- Fire drills records as per Chapter 4 of the Indiana Fire Code
- (Schools Only) Annual heating systems and supporting fuel lines inspection report – State Form 36422

\*\*\* Other documentation could be required depending on age of systems.

\*\*\* Entertainment permits are annual and must be renewed every year by the owner (online instructions are available, paper applications are no longer accepted). Annual permit renewal requires a floor plan **every year**. It is recommended that owners obtain an electronic copy of floor plans for future filings.