



# CHARLESTON FIRE DEPARTMENT



## Fire Marshal Division

### *Information Bulletin* Compliance Reporting Third Party Inspection, Testing, and Maintenance

#### Overview

Fire protection and life safety systems are among the most important components in any building to preserve lives, protect property, and enhance firefighter safety. Routine maintenance is critical to ensure systems are ready to protect citizens, first responders, and property throughout our historic community.

The Charleston Fire Department Fire Marshal Division requires the submission of inspection, testing, and maintenance reports through The Compliance Engine by Brycer. The portal provides a single point online reporting system that enhances our ability to proactively drive fire code compliance and ensure a safer community.

The initial implementation phase occurred on September 1, 2021, and included multiple basic system types for properties throughout the City of Charleston. The program will continue to expand to address:

- Additional fire & life safety systems or periodic inspections.
- Apartment complex verification of smoke alarm testing, emergency escape window maintenance, and fire separation validation.
- Opportunities for life safety compliance reporting for residential rental units and short-term rentals.
- Partnering with local, State, and Federal entities to improve reporting strategies (please note this program currently does not apply to properties that are **owned and operated** by State or Federal government entities).

#### Contractors

Vendors conducting service and maintenance work on fire and life safety systems or installing new systems, within the City of Charleston, will be required to register and utilize the third-party reporting system. Brycer provides complimentary assistance with registration and free training.

#### Property Owners

The implementation of this program will not impact a building owner's ability to select an approved fire protection vendor or contractor. Property owners may establish an account with The Compliance Engine to access, monitor, and track the reports associated with their property at no cost.

#### Fees

Currently, the reporting fee is \$15 per report, that is charged and billed by The Compliance Engine to the reporting contractor. Reports that are uploaded to the system more than 30 days after the inspection date are subject to a \$15 late fee. Please note that these fees are subject to change, and we are projecting an increase by mid-2024.

## Systems

The following systems will be tracked through The Compliance Engine. Additional systems will be added, and the portal expanded as the program develops. The following provides a summary and may not be all inclusive:

- Active Smoke Control Systems
- Commercial Kitchen Hood Suppression Systems
- Commercial Kitchen Exhaust Cleaning Reports
- Emergency Power Generator
- Emergency Responder Radio Coverage Systems
- Fire Alarms
- Fire Pumps
- Gas Detection Systems
- Private Fire Hydrants
- Special Suppression Systems
- Paint Spray Booth Suppression
- Standpipes
- Sprinkler Systems
- 5-year Sprinkler Reports
- Pressure Reducing Valves (PRV)

Additional tracking will be offered in the future to include fire doors, fire escape stairs, automatic closing assemblies, and other life safety features.

## Submissions

Vendors who fail to submit reports, or fail to report within the specified timeframe, are subject to late fees and fines. The following outlines the required timeframe between service and reporting:

- **Impaired systems (for more than four hours):** Conditions where a fire protection or life safety system, or a portion thereof is out of order, and the condition can result in the failure of the system to function. Reports must be uploaded on the day of the inspection and an e-mail sent to [CFD@charleston-sc.gov](mailto:CFD@charleston-sc.gov) or by calling 843-724-3429 and advising of the situation. A [fire watch](#) shall be implemented during the impairment.
- **Impaired systems (for less than four hours):** Conditions where a fire protection or life safety system or a portion thereof is out of order for less than four hours, and the condition can result in the failure of the system to function but is restored in four hours or less. The inspection and repair report must be uploaded within 2 calendar days of the inspection. A [fire watch](#) shall be implemented during the impairment.
- **Deficient systems:** Conditions where the inspection identified deficiencies that will not impact the intended operation of the system. Reports shall be uploaded within 14 calendar days of the inspection.
- **Deficiency correction reports:** Reports identifying the correction of previously cited deficiencies must be uploaded within 30 days of the correction.
- **Compliant systems:** Inspection reports that did not identify any deficiencies shall be uploaded within 30 calendar days of the inspection.

Learn more about the program or the type of systems that are tracked by visiting:

[www.charleston-sc.gov/ComplianceReporting](http://www.charleston-sc.gov/ComplianceReporting)

Register as a contractor or property owner, request training, or submit a report by visiting:

[www.TheComplianceEngine.com](http://www.TheComplianceEngine.com)