



FIRE MARSHAL “FOLDER”

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 IDHS inspectors during annual inspections:

- Fire extinguisher testing documentation showing maintenance within the past 12 months, as well as manual inspections that are being conducted monthly
- Semi-annual kitchen hood suppression testing documentation
- Hood cleaning documentation and sticker on hood
- Fire alarm system test documentation showing system was tested within the past 12 months
- Bi-annual sensitivity testing on smoke detectors
- Annual sprinkler system testing documentation
- Annual sprinkler backflow system testing
- Annual fire pump testing
- Five-year sprinkler system internal pipe inspection
- Exit and emergency lighting backup battery documentation showing 90-minute functional testing was performed within the past 12 months and/or monthly generator testing, 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 install, then every four years; every six years in hospitals)
- 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 and annually. Documentation can be electronic, or a sign-off sheet is acceptable.
- Fire drill records as required in chapter 4 of the Indiana Fire Code

NOTES

- Deficiencies found during testing of any fire safety system must be corrected, repaired or replaced; documentation of corrections must be made available to IDHS inspectors for review to ensure all systems and components are in operable condition.
- Other documentation could be required depending on age of systems.
- Amusement and entertainment permits are annual and must be renewed every year by the owner via IDHS' online system. Annual permit renewals require a floor plan every year.