



County of Fairfax, Virginia

MEMORANDUM

DATE: June 2, 2022

TO: Property Owners and Managers

FROM: Fairfax County Office of the Fire Marshal

SUBJECT: Inspection, Testing, and Maintenance Records

The Office of the Fire Marshal (OFM) will no longer schedule and witness fire protection system annual inspections. Inspection, Testing, and Maintenance (ITM) of all fire protection systems shall be in compliance with the *Virginia Statewide Fire Prevention Code* and all applicable referenced standards.

The Planning and Land Use System (PLUS) is the new platform implemented on February 1, 2022. PLUS allows customers to apply for permits, track the status of their application, update information, upload documents, pay fees, and request inspections. If you have not yet created an account, you can create one through the [PLUS Portal](#).

The OFM now requires all ITM records and documents be uploaded annually to the [PLUS Portal](#). To maintain compliance with the *Virginia Statewide Fire Prevention Code*, Sections 901.6 and 901.6.2.1, property owners and managers must upload the following information annually if applicable to the property:

- Annual fire alarm system test
- Annual fire pump flow test
- Annual fire sprinkler test
- Annual main drain test
- Annual test of elevator fire service function (Phase I and II)
- Annual test of alternative fire suppression system (FM200 and pre-action systems)
- Five-year standpipe flow test and rooftop flow if applicable
- Five-year hydrostatic tests of fire department connections and manual standpipes
- Five-year internal valve and piping inspections
- Five-year test of pressure regulating valves
- Dry sprinkler head replacement/sample testing records every ten years
- Smoke control system test records



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Failure to comply with this request may result in a notice of violation or other legal ramifications.
Direct questions to the Fire Prevention Inspections Section at 703-246-4849.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Dobbs, Jr.", is positioned above the typed name.

Battalion Chief Ken Dobbs, Jr.
Fire Prevention Inspections Section
Fairfax County Office of the Fire Marshal