



1776 Newberg Hwy
Woodburn, OR 97071

January 9th, 2024

Dear Service Provider,

The **Woodburn Fire District** is committed to reaching full compliance with our fire code. In an effort to collaborate with the Service Providers who Inspect, Test, and Maintain (ITM) Fire Protection Systems, all compliant and non-compliant system test reports will be required to be submitted, electronically, by your company through our new Web-Based Reporting System, www.InspectionReportsOnline.net (IROL), **effective March 4th, 2024.**

The Fire Department had been implementing BuildingReports ComplianceCenter platform. If you're currently registered and submitting via the ComplianceCenter **please STOP and follow the steps outlined on Page 2 to create an IROL account. The Fire Department will only receive submissions through IROL effective immediately.

Fire Code: (IFC or NFPA)

Together, we will assist in timely deficiency remediation, educating our businesses on the importance of frequent ITM, and increasing overall system performance.

IROL's proven process provides benefits for our entire community:

- Ensures the conditions and readiness of fire and life safety systems
- Increases the frequency of repairs by addressing deficiencies
- Provides increased education, awareness, and response by Business/Property Owners
- Assists in ensuring licensed companies are performing quality ITM

There will be a nominal fee of \$19.99 per submitted report. IROL offers additional fee options, and we suggest taking the time to learn more about their company, services and solutions through the available options enclosed in this letter or by contacting them directly.

Companies such as yours play a key role in both Prevention and Community Risk Reduction. The services you provide are helping preserve property and people. We look forward to working with you in helping build and maintain safe and resilient communities.

Sincerely,

**Fire Marshal
James Gibbs**





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Getting Started: How to Register with IROL

Visit IROL's website: live.inspectionreportsonline.net/register/serviceProvider

Virtual Training: Training is held on the 3rd Wednesday of every month at **TBD**.

Please click on the link or copy-paste to register for the virtual training.
Register:

Helpful Tips:

- IROL's system provides industry-based reports OR companies can upload/submit their own test report.
- Users can track and update deficiencies and communicate with our department and/or your customer, the business/property owner, directly through IROL at no additional costs.

Systems to be submitted:

Initial System Commissioning/Acceptance Tests	Annual Sprinkler (commercial only)
Annual Fire Alarm	Annual Fire Pump
Annual and Semi-Annual Hood Suppression	5-year Internal Pipe
Semi-Annual Kitchen Hood Cleaning	5-year Standpipe
Quarterly Hood Cleaning	Annual Clean Agent
Annual Smoke Control System	Annual Standpipe
Annual Private Hydrant	ERRCES/BDA
	Declined Service (No cost)

Please review the required submission time frames listed below:

Clear/Compliant: Systems containing NO deficiencies will be submitted within a 30-day time frame of when the inspection took place.

Deficient: Systems containing any deficiencies will be submitted within a 7-to-10-day time frame of when the inspection took place.

Critical: Upon ANY red tag/CRITICAL impairment, **please call the Fire Department immediately.** Once we're notified, please upload the information through IROL within 24 hours.

