



Office of the State Fire Marshal
State Fire Marshal
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Contractor Responsibilities for Uniform Test Reports

- Notify the local Authority Having Jurisdiction at least forty-eight (48) hours prior to testing municipally connected systems (13.8.10.9.4)
- Fill out form & sticker completely where applicable. Stickers shall be affixed to the panel or remote annunciator, whichever is more visible.
- The Authority Having Jurisdiction must be notified if a deficiency cannot be corrected within four (4) hours.
- Testing contractors are responsible to maintain complete records of testing and maintenance.
- You are to submit the **white original page** of the Uniform Test Report to the local Authority Having Jurisdiction.
- The inspection and test forms from NFPA 72 or NFPA 25 are the recommended procedures to be used.
- Uniform Test Reports do not expire if they are not used. The prefix number only reflects the year that they were printed or a possible variation.
- By signing a Uniform Test Report, you are certifying that the system is in 100% operating condition. You are not attesting to the system compliance with current code requirements.
- The owner or representative is attesting to the fact that you showed up and performed testing and maintenance, as well as to the fact that they were informed of the operating condition.
- Uniform Test Reports are sold in packages of twenty-five (25) for \$150.00 (25 forms at \$6.00 each).
- To purchase fire alarm stickers, the purchasing company or individual must possess an A, AC, AFC, AF license and provide proof of said license. To purchase sprinkler stickers, the purchasing company or individual must possess a CMFP or FPM license and provide proof of said license.
- Purchases can be made in person at the Office of the State Fire Marshal (560 Jefferson Blvd., Warwick, RI 02886) on Tuesdays and Thursdays between the hours of 9:00 a.m. and 12:00 p.m.
- A runner may be sent to pick up forms providing that they have a copy of the contractor's license, a contractor's driver's license and the license holder has signed beneath the copy.
- *Business, bank or personal checks* should be made out to **General Treasurer State of Rhode Island**. Cash and credit cards will not be accepted.