

City of Madison Fire Department

Fire Protection Inspection, Testing, and Maintenance Reporting Training

Introduction

The City of Madison has a duty to ensure our employment and public buildings are as safe as possible and one of the key elements is the safety systems within those buildings. We also know that periodic inspection, testing and maintenance is necessary to ensure these safety systems are working properly. In order to ensure a higher compliance rate and confirmation that these systems are being maintained MFD has developed this online reporting system. This will reduce the handling of paperwork, allow owners to focus on running their business, and allow first responders to not get bogged down with chasing paper work to complete inspections. This online reporting system will also allow MFD to more quickly respond to reported critical violations and impairments.

ITM Reporting

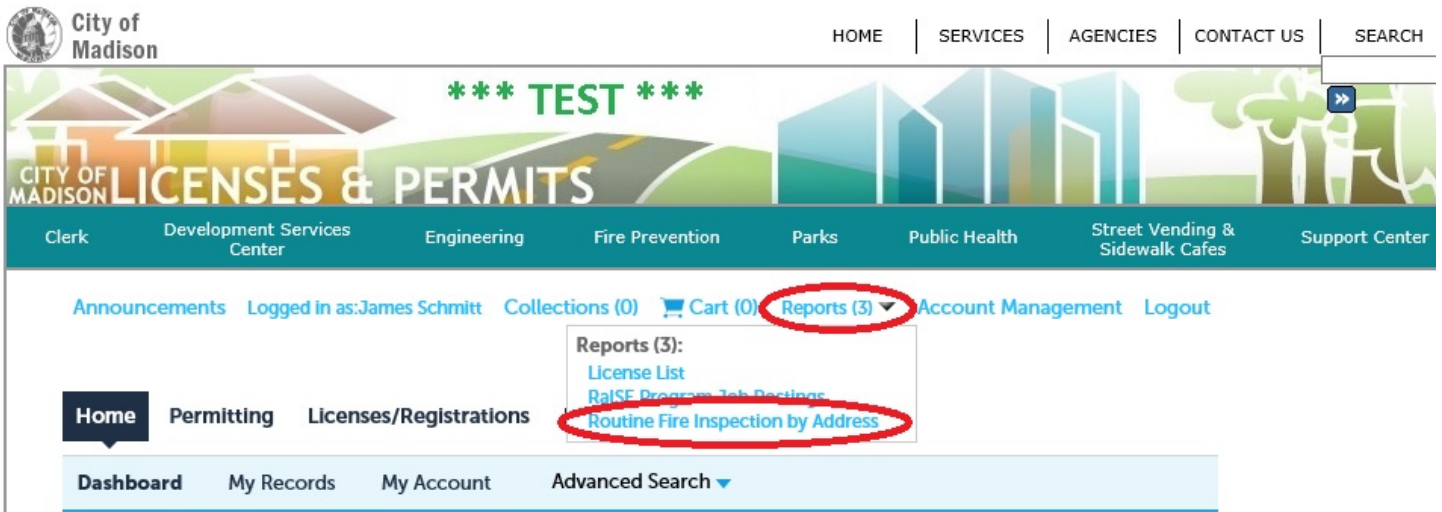
Getting Started/Login

We will need to log in to the City of Madison website (<https://elam.cityofmadison.com/CitizenAccess/Default.aspx>) in order to enter our reporting data. Establishing an account on the city website is beyond the scope of this document, but help is available through the website.

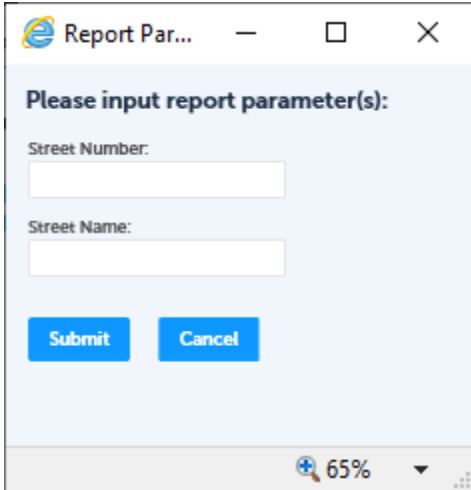
Additional help is available at <https://www.cityofmadison.com/licensesPermits/support/form.cfm>.

Identify the Record

Each time we report our ITM findings to the City of Madison, we're going to need to identify the master record containing information about the Fire Systems that are in place for our Address, Parcel, and Owner. If the owner supplies the Record ID, that will be the number to use. If the Record ID is not readily available, the City website contains a report that we can use to look-up the Record ID. To access this report, select "Routine Fire Inspection by Address" off the "Reports" menu:



As soon as we click “Routine Fire Inspection by Address”, another screen will pop-up prompting us for address information that will help us identify our record:



We can enter the street number and/or the street name, but neither field is required. We can just click “Submit” and get back a listing of all matching addresses. Any typos will mean that our results will not contain what we’re looking for, so we want to enter just enough characters to match with the address we’re seeking without entering too many that we’ve inadvertently filtered out the address we’re looking for.

Let’s say our address is “5910 Mineral Point Rd”. If we enter “5910” for our street number, and just type “min” in for the street name our results are:

*To enter your Fire System Inspection results for City of Madison, please use the appropriate Record ID listed.

Record ID	Address	Business Name	License Type
FD06765	5910 MINERAL POINT RD	Cuna	RoutineFireInspection

which is exactly what we were looking for. The catch here is that street number is not a partial lookup like street name is. If I enter “59” instead of “5910”, the address I am looking for isn’t included at all. If you enter street number, you must enter the entire street number.

Entering ITM data

When we're ready to enter our ITM data we need to select the "Permitting" tab

The screenshot shows the City of Madison Licenses & Permits website. At the top left is the City of Madison logo. To the right are navigation links: HOME, SERVICES, AGENCIES, CONTACT US, and SEARCH. Below this is a banner with the text "CITY OF MADISON LICENSES & PERMITS" and "*** TEST ***". A teal navigation bar contains links for Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. Below the banner is a user status bar: "Announcements | Logged in as: James Schmitt | Collections (0) | Cart (0) | Reports (3) | Account Management | Logout". A main menu has "Home" selected, with "Permitting" circled in red. Other menu items include Licenses/Registrations, Land, Postings, and Contracts. Below the menu is a sub-menu with "Dashboard", "My Records", "My Account", and "Advanced Search". A greeting "Hello, James Schmitt" is displayed. At the bottom are two blue buttons: "Saved in Cart (0) | View Cart" and "My Collection (0) | View Collections".

And then click on "Apply for a Permit":

The screenshot shows the City of Madison Licenses & Permits website with the "Permitting" tab selected. The layout is similar to the previous screenshot, but the "Permitting" tab is now highlighted with a dark background. Below the main menu, a sub-menu is visible with "Search Permit Applications" and "Apply for a Permit" circled in red. Below the sub-menu is a "Records" section with a "Show on Map" button. At the bottom, it says "Showing 1-20 of 90 | Download results | Add to collection | Add to cart".

Then we select “Fire Protection Inspection Testing & Maintenance Reporting” and click “Continue Application”.

The screenshot shows the City of Madison Licenses & Permits website. At the top, there is a navigation bar with links for HOME, SERVICES, AGENCIES, CONTACT US, and SEA. Below this is a banner for "CITY OF MADISON LICENSES & PERMITS" with a "*** TEST ***" message. A secondary navigation bar lists various services: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support C. Below the banner, there are links for Announcements, Logged in as James Schmitt, Collections (0), Cart (0), Reports (3), Account Management, and Logout. A main menu includes Home, Permitting, Licenses/Registrations, Land, Postings, and Contracts. A sub-menu shows Dashboard, My Records, My Account, and Advanced Search. The "Select a Permit Type" section instructs users to select one of the available permit types. A list of permit types is provided, with "Fire Protection Inspection Testing & Maintenance Reporting" circled in red. At the bottom, a "Continue Application" button is also circled in red.

City of Madison

HOME | SERVICES | AGENCIES | CONTACT US | SEA

*** TEST ***

CITY OF MADISON LICENSES & PERMITS

Clerk Development Services Center Engineering Fire Prevention Parks Public Health Street Vending & Sidewalk Cafes Support C

Announcements Logged in as:James Schmitt Collections (0) Cart (0) Reports (3) Account Management Logout

Home Permitting Licenses/Registrations Land Postings Contracts

Dashboard My Records My Account Advanced Search

Select a Permit Type

Select one of the available permit types.

- Available Residential Building Permits include: Repair Replace Plumbing, Electrical or HVAC, and Solar Installation. Building Permits require approval from the Building Inspection Division and will usually be issued and emailed to you within 48 hours.
- Online applications available for Commercial or Residential Building Permits include: Doors, Siding, Windows or Roof
- Select New Residential Construction Permit to apply for a Solar Installation Permit. Other options for new residential construction permits will be available online in the future.

Search

- Access Control, Delayed Egress, Locked Stair Door
- Alternative Fire Suppression
- Banner Permit
- Bicycle Registration
- Disc Golf Permit
- Dog Park Permit
- Downtown Performance Space Use
- Edible Landscape Permit
- Excavate in the Right of Way Permit
- Farmers Market Electric
- Fire Alarm Permit
- Fire Outdoor Assembly Permit
- Fire Outdoor Fire Permit
- Fire Protection Inspection Testing & Maintenance Reporting
- Fire Sprinkler Permit
- Grease Trap Maintenance Record
- Kitchen Suppression System
- Lake Access Daily Permit
- Lake Access Permit
- Lobbyist Expense Report
- Lobbyist Registration
- Neighborhood Block Party
- New Residential Construction Permit
- POWTS Holding Tank Report
- POWTS Sanitary System Permit
- POWTS Septic Maintenance Report
- POWTS Soil Test
- Repair or Replace Building Permit
- Repair or Replace Electrical Permit
- Repair or Replace HVAC Permit
- Repair or Replace Plumbing Permit
- Residential Parking Permit
- Ski Trail Permit
- Small Cell Permit
- Street Occupancy Permit
- Street Terrace Permit
- Street Use (Special Event)
- Tables (TEM) Permit

Continue Application >

Now we've chosen what type of record we're updating, and the data entry screen appears. The first thing we're asked to enter is the Record ID. If we don't have the Record ID, we can use the report to look it up now without losing our place.

Once we've entered the Record ID, we will select the applicant by clicking the "Select from Account" button. This should be correct in all cases. Then we click the "Continue Application" button at the bottom of the page.

The screenshot shows the City of Madison Licenses & Permits web application. At the top, there is a navigation bar with links for HOME, SERVICES, AGENCIES, CONTACT US, and SEARCH. Below this is a banner for "CITY OF MADISON LICENSES & PERMITS" with a "*** TEST ***" message. A secondary navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. Below the navigation is a user status bar showing "Logged in as: James Schmitt" and icons for Collections (0), Cart (0), Reports (3), Account Management, and Logout. A main menu includes Home, Permitting (highlighted), Licenses/Registrations, Land, Postings, and Contracts. Below the menu are search and application buttons: "Search Permit Applications" and "Apply for a Permit".

The main content area is titled "Fire Protection Inspection Testing & Maintenance Reporting" and contains a progress bar with five steps: 1 Site Verification, 2 ITM Data Entry, 3 Attach ITM Results, 4 Review, and 5 Application Submittal. The current step is "Step 1: Site Verification > Record Identification". A red note states: "To ensure your reports are attached to the correct MFD Record ID, please enter the Record ID provided to the owner." A red asterisk indicates a required field.

The section "Enter the Record ID Here" contains a "RECORD" heading and instructions: "If your owner does not have the Record ID, you can search for it by street address. Click on the 'Reports' menu above, and select 'Routine Fire Inspection by Address'. You will be able to enter the Street Number and/or the Street Name. If you enter Street Number, it must be an exact match. Street Name can be a partial match. If you're getting too few results, enter fewer characters and try again. If you're getting too many results type a few more characters and try again. Email fireprevention@cityofmadison.com if you have any additional questions." Below this is a form field for "RecordID:" with the value "FD06765" entered and a red circle around it.

The "Applicant" section contains two buttons: "Select from Account" and "Add New", both circled in red. At the bottom, there are two more buttons: "Continue Application >" and "Save and resume later", both circled in red.

Site Verification

The next page that comes up is for site verification only. We need to verify that the address that appears on this page matches the address of the property for which we're entering ITM data. If we've been given the wrong Record ID, or perhaps entered it incorrectly, this is the screen that will let us check our work before we make a mistake and save our data on the wrong record. If the address does not match, we hit our browser's "back" button, and go back to the previous page and enter the correct Record ID before continuing.

Once we're satisfied that the address is correct, we click the "Continue Application" button to proceed to the next page.

The screenshot shows the City of Madison Licenses & Permits website. At the top, there is a navigation bar with links for HOME, SERVICES, AGENCIES, CONTACT US, and SEARCH. Below this is a banner for "CITY OF MADISON LICENSES & PERMITS" with a "*** TEST ***" message. A secondary navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. Below the navigation is a user status bar showing "Logged in as: James Schmitt" and links for Collections (0), Cart (0), Reports (3), Account Management, and Logout. A main menu includes Home, Permitting (highlighted), Licenses/Registrations, Land, Postings, and Contracts. Below the menu is a search bar for "Search Permit Applications" and a link to "Apply for a Permit". The main content area is titled "Fire Protection Inspection Testing & Maintenance Reporting" and contains a progress bar with five steps: 1 Site Verification (highlighted), 2 ITM Data Entry, 3 Attach ITM Results, 4 Review, and 5 Application Submittal. Below the progress bar is the heading "Step 1: Site Verification > Record Validation" and a "Show Map" button. A note indicates that an asterisk (*) indicates a required field. The "Address" section contains a red warning message: "Please verify that this is the address of the site that you inspected. If the address does not match, go back to the Record Identification page and check the Record ID against the postcard that the owner received. If that value was entered correctly please report the issue to MFD by emailing fireprevention@cityofmadison.com." Below the warning are input fields for "Street No.:" (5910), "Direction:" (--Select--), "Street Name:" (MINERAL POINT), and "Street Type:" (RD). There is also a "Unit No.:" input field. At the bottom of the form are "Search" and "Clear" buttons. At the very bottom, there are two buttons: "Continue Application »" (circled in red) and "Save and resume later".

ITM Data Entry

This is where we enter our ITM results. Currently the system can accommodate a) Fire Sprinkler ITM, b) Fire Alarm ITM, or c) Both Fire Sprinkler and Fire Alarm ITM. We need to check the box corresponding to the type or types of ITM that we've performed in order to have access to the appropriate fields to save our findings.

The screenshot shows the City of Madison Licenses & Permits website. At the top, there is a navigation bar with links for HOME, SERVICES, AGENCIES, CONTACT US, and SEARCH. Below this is a banner for "CITY OF MADISON LICENSES & PERMITS" with a "*** TEST ***" message. A secondary navigation bar lists various departments: Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. Below the navigation is a user status bar showing "Logged in as: James Schmitt" and other options like Collections, Cart, Reports, Account Management, and Logout. A main menu includes Home, Permitting (highlighted), Licenses/Registrations, Land, Postings, and Contracts. A search bar and "Apply for a Permit" button are also present. The main content area is titled "Fire Protection Inspection Testing & Maintenance Reporting" and features a progress bar with five steps: 1 Site Verification, 2 ITM Data Entry (highlighted), 3 Attach ITM Results, 4 Review, and 5 Application Submittal. Below the progress bar, the current step is "Step 2: ITM Data Entry > ITM Data". A note states "* indicates a required field." The "ITM Results" section is titled "INSPECTION RESULTS" and contains two rows: "Sprinkler ITM?: and "Fire Alarm ITM?: . These two rows are circled in red. At the bottom, there are two buttons: "Continue Application »" and "Save and resume later".

More fire systems will be added as time goes on.

Fire Sprinkler ITM

Check the box opposite “Sprinkler ITM?” to begin. Once this box is checked, the fire sprinkler ITM data-entry fields appear, so that we can save our results:

The screenshot shows the City of Madison Licenses & Permits website. The header includes the City of Madison logo and navigation links for HOME, SERVICES, AGENCIES, CONTACT US, and SEARCH. Below the header is a banner with the text "CITY OF MADISON LICENSES & PERMITS" and "*** TEST ***". The main navigation bar includes links for Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. A secondary navigation bar includes links for Announcements, Logged in as: James Schmitt, Collections (0), Cart (0), Reports (4), Account Management, and Logout. The main content area has a breadcrumb trail: Home > **Permitting** > Licenses/Registrations > Land > Postings > Contracts. Below this is a search bar for permit applications and a link to apply for a permit. The section is titled "Fire Protection Inspection Testing & Maintenance Reporting" and contains a progress indicator with five steps: 1 Site Verification, 2 ITM Data Entry (highlighted), 3 Attach ITM Results, 4 Review, and 5 Application Submittal. The current step is "Step 2: ITM Data Entry > ITM Data". A note indicates that an asterisk (*) denotes a required field. The "ITM Results" section is titled "INSPECTION RESULTS" and contains the following fields: "Sprinkler ITM?:" with a checked checkbox (circled in red); "Sprinkler ITM Date of Inspection: *" with a date field containing "11/29/2019" and a calendar icon; "ITM Completed By: *" with a dropdown menu showing "Inspector"; "Fire Sprinkler ITM License Number: *" with an empty text field; "ITM Completed by Company: *" with an empty text field; "Is the Fire Sprinkler system impaired?: *" with radio buttons for "Yes" and "No"; "Any critical Fire Sprinkler deficiencies noted?: *" with radio buttons for "Yes" and "No"; "Any non-critical Fire Sprinkler deficiencies noted?: *" with radio buttons for "Yes" and "No"; "Fire Alarm ITM?:" with an unchecked checkbox; and a statement "Contractor attests work performed according to IFC & NFPA standards:" with an unchecked checkbox. At the bottom of the form are two buttons: "Continue Application >" and "Save and resume later".

City of Madison

HOME | SERVICES | AGENCIES | CONTACT US | SEARCH

*** TEST ***

CITY OF MADISON LICENSES & PERMITS

Clerk | Development Services Center | Engineering | Fire Prevention | Parks | Public Health | Street Vending & Sidewalk Cafes | Support Center

Announcements | Logged in as: James Schmitt | Collections (0) | Cart (0) | Reports (4) | Account Management | Logout

Home | **Permitting** | Licenses/Registrations | Land | Postings | Contracts

Search Permit Applications | Apply for a Permit

Fire Protection Inspection Testing & Maintenance Reporting

1 Site Verification | 2 ITM Data Entry | 3 Attach ITM Results | 4 Review | 5 Application Submittal

Step 2: ITM Data Entry > ITM Data

* indicates a required field.

ITM Results

INSPECTION RESULTS

Sprinkler ITM?:

Sprinkler ITM Date of Inspection: * 11/29/2019

ITM Completed By: * Inspector

Fire Sprinkler ITM License Number: *

ITM Completed by Company: *

Is the Fire Sprinkler system impaired?: * Yes No

Any critical Fire Sprinkler deficiencies noted?: * Yes No

Any non-critical Fire Sprinkler deficiencies noted?: * Yes No

Fire Alarm ITM?:

* Contractor attests work performed according to IFC & NFPA standards:

Continue Application > | Save and resume later

All fields with the red asterisk (*) are required fields, so yes—all fire sprinkler fields are required once we check the “Sprinkler ITM?” checkbox.

Fire Sprinkler Results Fields

Sprinkler ITM Date of Inspection: Here we enter the date of the inspection, testing, and maintenance. Valid values for this field include dates going back 2 ½ years up to the current date.

ITM Completed By: Here we are going to enter the first and last name of the technician that performed the evaluation.

Fire Sprinkler ITM License Number: This is the DSPS Fire Sprinkler license number of the technician that performed the evaluation.

ITM Completed by Company: The Company name of the technician’s employer.

Is the Fire Sprinkler system impaired? We must indicate impairment if that condition exists. We will need to attach documentation to this record for systems that are impaired.

Any critical Fire Sprinkler deficiencies noted? We must indicate if critical deficiencies exist. We will need to attach documentation to this record for systems that have critical deficiencies.


Any non-critical Fire Sprinkler deficiencies noted? We must indicate if any non-critical deficiencies exist. Documentation is not required to be attached.

Contractor attests work performed according to IFC & NFPA standards: We must attest that appropriate standards have been followed before continuing this filing.

Fire Alarm ITM

We enter Fire Alarm ITM information in a similar fashion to the way that Fire Sprinkler ITM data is entered. Again we need to check the box corresponding to “Fire Alarm ITM?” to gain access to the Fire Alarm data-entry fields.

Fire Alarm ITM?:

Fire Alarm ITM Date of Inspection: * 

ITM Completed By: *

ITM Completed by Company: *

Is the Fire Alarm system impaired?: * Yes No

Any Fire Alarm deficiencies noted?: * Yes No

* Contractor attests work performed according to IFC & NFPA standards:

[Continue Application »](#) [Save and resume later](#)

Fire Alarm Results Fields

Fire Alarm ITM Date of Inspection: Here we enter the date of the inspection, testing, and maintenance. Valid values for this field include dates going back 2 ½ years up to the current date.

ITM Completed By: Here we are going to enter the first and last name of the technician that performed the evaluation.

ITM Completed by Company: The Company name of the technician’s employer.

Is the Fire Alarm system impaired? We must indicate impairment if that condition exists. We will need to attach documentation to this record for systems that are impaired.

Any Fire Alarm deficiencies noted? We must indicate if any non-critical deficiencies exist. Documentation is not required for fire alarm deficiencies.

Contractor attests work performed according to IFC & NFPA standards: We must attest that appropriate standards have been followed before continuing this filing.

Once we’ve completed entering data in these fields we click “Continue Application” to proceed to the next page.

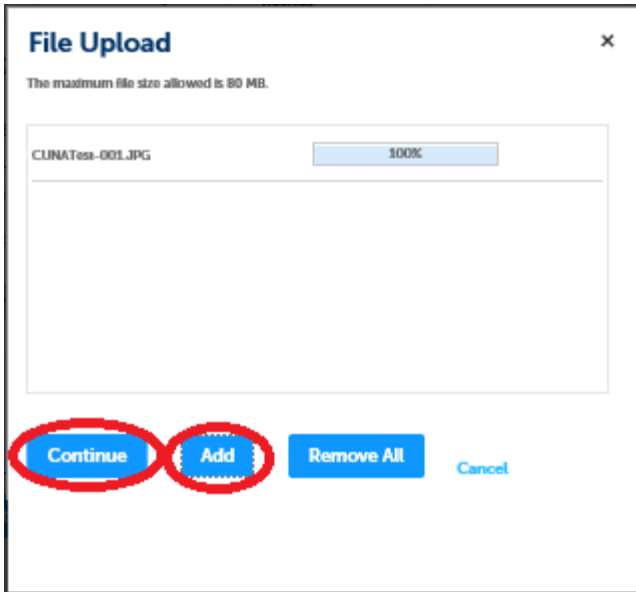
ITM Documentation

This is the page where we include documentation for systems that have been flagged as being impaired or having critical deficiencies. This page will not appear for systems that do not have these issues. Instead we will proceed directly to the next page "Review".

We will click the "Add" button to add a file containing our documentation.

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The "File Upload" dialog appears. We will need to supply the results for any impaired systems at a minimum. We click add to add our file(s). We add our file(s), and click the continue button to process those file(s).



The next thing is to indicate the type of file for each file that we've uploaded. The app will tell us if we're missing required ITM results based upon what we've entered in the previous step.

Step 3: Attach ITM Results > ITM Upload * indicates a required field.

ITM Documentation

Please upload ITM documentation to document a system that fails inspection.

The maximum file size allowed is 80 MB.

Name	Type	Size	Latest Update	Action
No records found.				

***Type:** Remove

Fire Sprinkler ITM

File:
CUNATest-001.JPG
100%

Description:
Fire Sprinkler ITM results (add any relevant comments here.)

spell check

***Type:** Remove

Fire Alarm ITM

File:
CostCutterTest-001.JPG
100%

Description:
Fire Alarm ITM results (add any relevant comments here.)

spell check

Save **Add** **Remove All**

Continue Application > **Save and resume later**

When we're finished selecting the type of file, we click the Save button to save our results. Finally with the attachment(s) successfully uploaded, we click "Continue Application" to move to the next page.



Announcements | Logged in as: James Schmitt | Collections (0) | Cart (0) | Reports (3) | Account Management | Logout

Home | **Permitting** | Licenses/Registrations | Land | Postings | Contracts

Search Permit Applications | Apply for a Permit

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Fire Protection Inspection Testing & Maintenance Reporting

1 Site Verification	2 ITM Data Entry	3 Attach ITM Results	4 Review	5 Application Submittal
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Step 3: Attach ITM Results > ITM Upload

* indicates a required field.

ITM Documentation

Please upload ITM documentation to document a system that fails inspection.

The maximum file size allowed is 80 MB.

Name	Type	Size	Latest Update	Action
CUNATest-001.JPG	Fire Sprinkler ITM	94.63 KB	12/02/2019	Actions ▾

Add

Continue Application >

Save and resume later

Review

With the ITM results entered, and (possible) ITM documentation uploaded, the system gives us the opportunity to review what we're about to save. We see (below) all of the information that we've entered, and we have the ability to go back and change anything that may need correction by clicking on any of the Edit buttons on the right-hand side of the screen or by using the navigation area at the top of the page.

CITY OF MADISON LICENSES & PERMITS

Clerk Development Services Center Engineering Fire Prevention Parks Public Health Street Vending & Sidewalk Cafes Support Center

Announcements Logged in as: James Schmitt Collections (0) Cart (0) Reports (3) Account Management Logout

Home **Permitting** Licenses/Registrations Land Postings Contracts

Search Permit Applications Apply for a Permit

Fire Protection Inspection Testing & Maintenance Reporting

1 Site Verification	2 ITM Data Entry	3 Attach ITM Results	4 Review	5 Application Submittal
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Step 4: Review

[Continue Application »](#)

[Save and resume later](#)

Please review the information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Fire Protection Inspection Testing & Maintenance Reporting

Enter the Record ID Here

RECORD

RecordID: fd06765

[Edit](#)

Applicant

James Schmitt
City of Madison--IT
600 Highland Ave
Madison, WI, 53703

Primary Phone: [REDACTED]
E-mail: [REDACTED]

[Edit](#)

Address

5910 MINERAL POINT RD
MADISON 53710391

[Edit](#)

ITM Results

INSPECTION RESULTS

Sprinkler ITM: Yes

Sprinkler ITM Date of Inspection: 10/10/2019

ITM Completed By: Doug Mann

Fire Sprinkler ITM License Number: 0828832

ITM Completed by Company: Mann Fire

Is the Fire Sprinkler system Impaired?: Yes

Any critical Fire Sprinkler deficiencies noted?: No

Any non-critical Fire Sprinkler deficiencies noted?: Yes

Contractor assesses work performed according to IFC & NFPA standards: Yes

[Edit](#)

ITM Documentation

The maximum file size allowed is 80 MB.

Name	Type	Size	Last Updated	Action
CUNATE-00L3PC	Fire Sprinkler ITM	94.63 KB	10/31/2019	Actions ▼

[Edit](#)

[Continue Application »](#)

[Save and resume later](#)

When we're satisfied that the information has been entered correctly, we click the "Continue Application" button, and we see:

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Here we have the option to save a summary of the data that we've entered for our records. Click the "Print/View Summary" button, and a report will appear that can be printed or saved as a local file.

Summary

Please email fireprevention@cityofmadison.com if you encounter any difficulties in locating a Record ID or a valid address.