



## LAWRENCE-DOUGLAS COUNTY FIRE MEDICAL

Dear Service Provider,

We hope this message finds you well. As part of our commitment to achieving full compliance with the fire code, we are reaching out to Service Providers involved in the Inspection, Testing, and Maintenance (ITM) of Fire Protection Systems.

### LDCFM Administration

1911 Stewart Avenue  
Lawrence, KS 66046

T | 785-830-7000

F | 785-830-7090

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Effective **October 13, 2025**, all compliant and non-compliant system test reports must be electronically submitted by your company through our new Web-Based Reporting System, [InspectionReportsOnline.net](https://InspectionReportsOnline.net) (IROL). This initiative is in accordance with the **City of Lawrence, Kansas**.

### Fire Code IFC 2018

#### [A] 108.3 Recordkeeping

##### **8-208.1 Section 108.3 amended**

Section 108.3 of the 2018 International Fire Code is hereby amended to read as follows:

A record of periodic inspections, tests, service, and other operations and maintenance shall be maintained on the premises or other *approved* location for not less than 3 years, or a different period of time where specified in this code or referenced standards. Records shall be made available for inspection by the *fire code official*, or designee, and a copy of the records shall be provided to the *fire code official*, or designee, on request.

The *fire code official*, or designee, is authorized to prescribe the form and format of such recordkeeping. The *fire code official*, or designee, is authorized to require that certain required records be filed with the *fire code official*, or designee.

#### Key Information

- **Reporting Platform :** [www.InspectionReportsOnline.net](https://www.InspectionReportsOnline.net)
- **Benefits:** Timely deficiency remediation, increased awareness, and response by Business/Property Owners, and enhanced overall system performance.
- **Fee:** A nominal fee of **\$29.99** per submitted report; IROL offers additional fee options.

**Why IROL?** IROL's proven process provides numerous benefits for our community, such as ensuring the conditions and readiness of fire and life safety systems, increasing the frequency of repairs by addressing deficiencies, and assisting in ensuring licensed companies are performing quality ITM.

**Your Role:** Your company's participation is crucial in both Prevention and Community Risk Reduction. By partnering with us, you contribute to preserving property and protecting lives.



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## How to Register with IRC

1. Visit [www.inspectionreportsonline.net](http://www.inspectionreportsonline.net)
2. Click the blue "Service Providers" box as shown in the figure below.

### Register Below



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## Virtual Training Session:

IROL hosts two virtual training sessions a month. Please select from one of the training sessions listed below.

Copy/Paste/Click the link below.

### Option 1:

#### Training Link:

[https://us02web.zoom.us/webinar/register/WN\\_KyoFKzjxTsK\\_WxwX7wfPfw#/registration](https://us02web.zoom.us/webinar/register/WN_KyoFKzjxTsK_WxwX7wfPfw#/registration)

### Option 2:

#### Training Link:

[https://us02web.zoom.us/webinar/register/WN\\_sjfgEpEGS0Cu9I9sf8Av8A#/registration](https://us02web.zoom.us/webinar/register/WN_sjfgEpEGS0Cu9I9sf8Av8A#/registration)

## Systems to be Submitted:

|                                              |                                              |
|----------------------------------------------|----------------------------------------------|
| Initial System Commissioning/Acceptance Test | Annual Sprinkler (Commercial & Multi-Family) |
| Annual Fire Alarm                            | Annual Fire Pump                             |
| Annual and Semi-Annual Hood Suppression      | 5-Year Internal Pipe                         |
| Semi-Annual Kitchen Hood Cleaning            | 5-Year Standpipe                             |
| Annual Standpipe                             | Annual Clean Agent                           |
| Emergency Responder Radio Coverage(BDA)      | Annual Fire Extinguisher                     |
| FDC                                          | Paint Booths                                 |
| Private Water Supply Mains & Hydrants        | Alternative Automatic Fire                   |
| Extinguishing System                         | Declined Service (No Cost)                   |

## Submission Time Frames:

- Clear/Compliant: Within 30 days of inspection
- Deficient: Within 5 days of inspection
- Critical: Immediate notification to the Fire Department, upload information within 24 hours

We appreciate your cooperation and look forward to working together to build and maintain safe and resilient communities.

Sincerely,  
Christopher NW King  
Division Chief of Prevention