



2670 Avery Ave  
Memphis, TN 38112

October 15, 2025

Effective **October 27, 2025**, all compliant and non-compliant system test reports must be electronically submitted by your service provider through our new Web-Based Reporting System. InspectionReportsOnline.net (IROL). This initiative is in accordance with the **2021 International Fire Code Section 109.3 Recordkeeping**

#### **[A] 109.3 Recordkeeping**

A record of periodic inspections, tests, servicing 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*, and a copy of the records shall be provided to the *fire code official* on request.

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

- **Reporting Platform:** [www.inspectionreportsonline.net](http://www.inspectionreportsonline.net)
- **Benefits:** Timely deficiency remediation, increased awareness, and response by Business/Property Owners, and enhanced overall system performance.

**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 IROL:

September 15, 2025

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

#### Register Below

Sign up as:

Authority Having Jurisdiction →

Service Provider →

Commercial Property Owner →

### Virtual Training Session:

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\\_sjfgEpEGS0Cu9l9sf8Av8A](https://us02web.zoom.us/webinar/register/WN_sjfgEpEGS0Cu9l9sf8Av8A)

#### Option 2:

**Training Link:** [https://us02web.zoom.us/webinar/register/WN\\_k7uMSQUFT\\_qCrscZFXNRyw](https://us02web.zoom.us/webinar/register/WN_k7uMSQUFT_qCrscZFXNRyw)

### Systems to be Submitted:

Initial System Commissioning/Acceptance Test  
Annual Fire Alarm  
Annual and Semi-Annual Hood Suppression  
Semi-Annual Kitchen Hood Cleaning  
Annual Standpipe  
Emergency Radio (BDA)  
FDC  
Annual Paint Booth  
Annual Private Hydrants

Annual Sprinkler (**Commercial & Multi-Family**)  
Annual Fire Pump  
5-year Internal Pipe  
5-year Standpipe  
Annual Clean Agent  
Annual Fire Extinguisher  
Foam Systems  
Annual Spray Booths  
Anti-Freeze Systems

### 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,

**Chief Fire Marshal**  
**LaPacus Faulkner**

