

## Brycer Compliance Engine

The Portage Fire Division requires your service providers to submit all inspection and maintenance reports through the Brycer Compliance Engine. This ensures accurate and timely compliance tracking for fire protection systems.

### What Are Service Providers?

Service providers include companies or individuals who perform inspection, testing, or maintenance on:

- ◆ Fire alarm systems
- ◆ Automatic sprinkler systems
- ◆ Fire extinguishers
- ◆ Kitchen hood cleaning or testing
- ◆ Other fire protection systems

### How Does It Work?

- ◆ Service providers register your business on the Brycer Compliance Engine.
- ◆ Service providers submit inspection and testing reports directly to the Brycer Compliance Engine.
- ◆ Fire code officials review reports to ensure compliance and provide feedback if needed.

### Benefits of the Brycer Compliance Engine

- ◆ Reduces paperwork and streamlines processes.
- ◆ Ensures compliance with local fire codes.
- ◆ Provides reminders for upcoming inspections or testing requirements.

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## Contact Us

Portage Fire Division  
7830 Shaver Road, Portage, MI 49024  
(269) 329-4487  
[portagemi.gov/311](http://portagemi.gov/311)

## Additional Resources

Scan the QR code below to access helpful tools and resources:

- ◆ Detailed IFC guidelines.
- ◆ Inspection scheduling and updates.



*Thank you  
for your  
commitment to  
a safer, stronger  
community!*



# Your Guide to Fire Safety Compliance: Annual Inspections

*Helping Your Business Stay Safe & Compliant*

## Portage Fire Division

7830 Shaver Road • Portage, Michigan 49024  
(269) 329-4487

[portagemi.gov](http://portagemi.gov)

 [PortageMIPublicSafety](#)

## Introductions to Inspections

The Portage Fire Division conducts annual fire safety inspections to protect lives, safeguard property, and ensure compliance with the International Fire Code (IFC). Fire inspections help business owners identify potential fire hazards early, allowing them to take preventative measures to enhance safety, reduce insurance costs, and prevent costly disruptions.

## Why Compliance Matters

- ◆ Protect people and property - reduce fire risks and improve workplace safety.
- ◆ Avoid costly disruptions - prevent fines, shutdowns, and delays.
- ◆ Create a safe and welcoming environment - ensure peace of mind for employees and customers. By prioritizing fire safety, you're investing in the long-term success and resilience of your business.



## Inspection Checklist

Below are the main areas we assess during fire safety inspections:

### Emergency Lighting

- ◆ Emergency lighting must be operational and tested monthly by business owners.
- ◆ The backup battery power system functions properly.

### Exit Signs

- ◆ Exit signs must be illuminated and clearly visible.
- ◆ Signs should contrast with the background and be clearly visible.

### Blocked Exits

- ◆ Exit paths must be clear of furniture, storage, and debris.
- ◆ Exit doors must be equipped with approved panic hardware.

### Mechanical Rooms

- ◆ Backup battery power systems must function properly.
- ◆ A 36-inch clearance around heating and electrical equipment must be maintained.

### Knox-Box

- ◆ A Knox Box must be installed on all commercial buildings.
- ◆ The building occupant or owner must contact the Fire Division if front door locks are changed so that the keys in the Knox-Box can be changed.

### Ceiling Tiles

- ◆ Ceiling tiles must be intact and properly in place to prevent fire spread.

### Portable Fire Extinguishers

- ◆ Extinguishers must be inspected annually by a certified service provider.
- ◆ Extinguishers must be mounted correctly and be ready to be used.

### Electrical Safety

- ◆ Extension cords should not be used as permanent wiring.
- ◆ All electrical switches, receptacles, and junction boxes must be covered with a cover plate so that wires are not exposed.

