FIRE SPRINKLER SYSTEM INSPECTION CHECKLIST

Weekly & Monthly Valve and Gauge Checks

Year: ..... Building: ..... Inspected by: .....

TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Every control valve in its normal (open) position.												
Each control valve sealed, locked, or electrically supervised.												
Sealed-only valves (not locked or supervised) checked every week.												
Control valves accessible, identified, and free of external leaks.												
Wet system gauges show normal water supply pressure.												
Dry and preaction gauges show normal air and water pressure.												
Heated valve rooms and enclosures at 40°F or above in cold weather.												
No storage within 18 inches below sprinkler heads.												
No leaking, painted, taped, or damaged sprinkler heads seen on walk-through.												
Additional Task:												

Instructions:

A closed valve is the most common reason a sprinkler system fails in a fire. Check every valve is open and secured, and every gauge reads normal. NFPA 25 sets weekly checks for sealed-only valves and monthly for locked or supervised ones. Report a closed valve immediately.

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FIRE SPRINKLER SYSTEM INSPECTION CHECKLIST

Quarterly Inspections & Tests

Year: ..... Building: ..... Inspected by: .....

TASK	Q1	Q2	Q3	Q4
Waterflow alarm devices inspected and free of physical damage.				
Valve supervisory switches inspected and signaling the alarm panel.				
Mechanical waterflow alarms (water motor gongs) tested.				
Vane and pressure switch flow alarms tested at least every 6 months.				
Inspector's test alarm received by the monitoring company.				
Fire department connection visible, accessible, and capped.				
Fire department connection check valve not leaking; sign in place.				
Alarm and riser check valves free of damage and leaks.				
Main drain test run where supply passes through a backflow preventer or PRV.				
Results logged and monitoring company notified before and after testing.				
Additional Task:				

Instructions:

Quarterly checks prove the system will call for help when water flows. Call the monitoring company before testing so a test isn't treated as a fire, and again after. Any alarm that doesn't reach the monitoring station is a deficiency — fix it before the next quarter.

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FIRE SPRINKLER SYSTEM INSPECTION CHECKLIST

Annual Inspection & Tests

Building: ..... Contractor: ..... Report no.: .....

TASK	YEAR-1	YEAR-1	YEAR-1
Annual inspection and testing done by a licensed fire protection contractor.			
Sprinkler heads inspected from the floor: no leaks, corrosion, paint, or loading.			
Pipe, fittings, hangers, and seismic bracing in good condition.			
Spare sprinkler cabinet stocked with the right types and a sprinkler wrench.			
Every control valve operated through its full range and returned to normal.			
Main drain test run; results compared with previous years.			
Dry pipe and preaction valves trip tested.			
Antifreeze systems tested for correct concentration.			
Hydraulic design and system information signs attached and legible.			
Written report received, with deficiencies listed and a repair date set.			
Additional Task:			

Instructions:

The annual visit is where a contractor tests what you can't see day to day. Be on site, walk the building with the technician, and compare main drain results with last year — a drop in pressure can signal a supply problem. Keep the written report, not just the tag.

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FIRE SPRINKLER SYSTEM INSPECTION CHECKLIST

Five-Year Items, Impairments & Records

Building: ..... Date: ..... Signed by: .....

TASK	STATUS
Internal pipe assessment completed within the last 5 years.	
System gauges replaced or tested against a calibrated gauge every 5 years.	
Standard-response sprinklers tested or replaced at 50 years in service.	
Fast-response, dry, and harsh-environment sprinklers tested on their shorter schedules.	
Impairment plan in place: fire watch, and fire department and insurer notified.	
Any closed valve tagged, logged, and reopened as soon as work ends.	
Deficiencies repaired, re-inspected, and documented.	
Inspection, test, and maintenance reports kept as NFPA 25 and your fire marshal require.	
Original acceptance test records kept for the life of the system.	
Additional Task:	

Instructions:

Long-interval items are the easiest to forget and the hardest to explain after a fire. Track due dates for internal assessments, gauges, and sprinkler testing. When any part of the system is out of service, follow your impairment plan — fire watch, notifications, and a tagged valve.

Date:.....

.....

Signature of Building Manager

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