



**Inspection, Testing & Maintenance
of Wet Sprinkler Systems**

CUSTOMER & JOB INFORMATION			
Company:		Date:	
Address:		Job Number:	
Contact:		Tech Name:	
Frequency:		License #:	
Monitoring Co. Name		Monitoring Co. Phone Number	

OWNER SECTION	RESULTS YES/NO/NA
Is the building occupied?	
Was the occupancy classification and hazard of contents remained the same since the last inspection?	
Are all fire protection systems in service?	
Has the system remained in service without modification since the last inspection?	
Was the system free of actuations or devices or alarms since the last inspection?	
Is all wet system piping protected from temperatures below 40°F?	

SYSTEM INFORMATION			
Location:		Type:	
Make:		Model:	
Sprinkler Coverage:		System Notes:	

INSPECTION

FREQUENCY	MASTER PRESSURE-REGULATING DEVICE	RESULTS YES/NO/NA
WEEKLY	Downstream pressures are in accordance with design criteria psi:	
WEEKLY	Supply pressure is in accordance with design criteria psi:	
WEEKLY	Free of damage or leaks	
WEEKLY	Trim in good operating condition	

FREQUENCY	CONTROL VALVES	RESULTS YES/NO/NA
WEEKLY	In the correct (open or closed) position	
WEEKLY	Sealed	
WEEKLY	Accessible	
WEEKLY	Post Indicator Valves (PIVs) are provided with correct wrenches	
WEEKLY	Free from damage or leaks	
WEEKLY	Proper signage	



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FREQUENCY	GAUGES	RESULTS YES/NO/NA
MONTHLY	Gauges are in good operating condition	
MONTHLY	Gauges — normal unsupervised air and nitrogen pressure maintained psi:	
QUARTERLY	Gauges — normal air and nitrogen pressure that is supervised by a constantly attended location is maintained psi:	
QUARTERLY	Gauges — normal water pressure is maintained psi:	

FREQUENCY	ALARM VALVES/RISER CHECK	RESULTS YES/NO/NA
QUARTERLY	Gauges — normal water pressure maintained	
QUARTERLY	Free of damage	
QUARTERLY	In appropriate open or closed position	
QUARTERLY	Retard chamber/alarm drains not leaking	

FREQUENCY	FIRE DEPARTMENT CONNECTIONS	RESULTS YES/NO/NA
QUARTERLY	Visible and accessible	
QUARTERLY	Coupling/swivels operate correctly	
QUARTERLY	Plugs/caps are in place	
QUARTERLY	Gaskets are not damaged	
QUARTERLY	Automatic Drain Valve in place and operating properly	
QUARTERLY	Identification signs are in place	
QUARTERLY	Interior is clear of obstructions (unless locked)	
QUARTERLY	Clapper(s) operates correctly	
QUARTERLY	Check valve is not leaking	
QUARTERLY	Visible piping supplying the fire department connection is undamaged	
ANNUAL	Interior of connection with locked plugs or caps is free of obstructions	

FREQUENCY	PRESSURE-REDUCING VALVE	RESULTS YES/NO/NA
QUARTERLY	In the open position and not leaking	
QUARTERLY	Maintaining downstream pressure	
QUARTERLY	In good condition, with hand wheel installed and unbroken	

FREQUENCY	SIGNAGE	RESULTS YES/NO/NA
ANNUAL	Hydraulic design information sign is securely attached to riser and legible	

FREQUENCY	SPRINKLERS (VISIBLE)	RESULTS
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		YES/NO/NA
ANNUAL	No damage or leaks	
ANNUAL	Free of corrosion, foreign material, or paint	
ANNUAL	Installed in proper orientation	
ANNUAL	Fluid in glass bulbs	
ANNUAL	Loading — sprinklers are free of dust	
ANNUAL	Spare sprinklers — proper number and type, including installation wrench	
ANNUAL	No paint or coating other than that applied by the manufacturer	
ANNUAL	Escutcheons/cover plates are present and installed correctly	
ANNUAL	Minimum clearance between sprinklers and storage	
ANNUAL	Sprinklers manufactured prior to 1920 have been replaced	
ANNUAL	Any heads in service for more than 75 years? Last test date:	
ANNUAL	Any heads in service for more than 50 years? Last test date:	
ANNUAL	Any quick-response heads in service for more than 20 years? Last test date:	
ANNUAL	Any dry heads in service for more than 10 years? Last test date:	
ANNUAL	Any solder-type heads with extra-high temperature classification (or higher), exposed to maximum allowable temperatures? Last test date:	
ANNUAL	Any heads exposed to harsh/corrosive environments? Last test date:	

FREQUENCY	HANGERS/SEISMIC BRACING	RESULTS YES/NO/NA
ANNUAL	Not damaged or loose	

FREQUENCY	PIPES AND FITTINGS (VISIBLE)	RESULTS YES/NO/NA
ANNUAL	In good condition and no external corrosion	
ANNUAL	No leaks or mechanical damage	
ANNUAL	Correct alignment — no external loads	
ANNUAL	Heat trace per manufacturer's requirements	

TESTING

FREQUENCY		RESULTS YES/NO/NA
QUARTERLY	Alarm devices — water motor gong	
QUARTERLY	Main drain test — if the sole supply is through a backflow preventer or pressure-reducing valve	
QUARTERLY	Master Pressure-Regulating Device: Partial flow test performed to exercise valve	
QUARTERLY	Master Pressure-Regulating Device: Full flow test compared to previous test results	
SEMI-ANNUAL	Alarm device (vane, paddle, and pressure switch type) — inspector's test or bypass opened and observed flow	
SEMI-ANNUAL	Valve supervisory switch(es) function	
ANNUAL	All control valves operated through full range of motion and returned to normal position	
ANNUAL	Backflow — forward flow test at a minimum flow rate of the system demand	



ANNUAL	Valve status test performed	
ANNUAL	Sprinkler pressure-reducing valve — partial flow test	
ANNUAL	Antifreeze solution has been tested	
ANNUAL	Supervisory switch(es) function	

MAIN DRAIN TEST					
Riser Number or Location	Size Test Pipe	Static psi (before)	Residual psi	Return time to static pressure	Do main drain test results differ more than 10% from previous test?

MAINTENANCE

FREQUENCY		RESULTS YES/NO/NA
WEEKLY	Sprinklers tested or replaced per appropriate testing schedule	
WEEKLY	OS&Y — stems lubricated annually	

DEFICIENCIES		
Severity	Description of the issue	Take a picture of the issue

COMMENTS

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CLOSING

Date & Time Complete		Tech Name	
Tech Signature		License/ Certification	