



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:	
No. of Risers		Riser Location	
Sprinkler Coverage		System Notes	

INSPECTION

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	
	(COLD WEATHER/HEATING SEASON ONLY)	
WEEKLY	Record Water temperature (when not supervised)	
WEEKLY	Record water temperature (supervised systems)	
QUARTERLY	Heating system (supervised systems)	

FREQUENCY	GAUGES	RESULTS YES/NO/NA
MONTHLY	Gauges are in good operating condition	



**Inspection, Testing & Maintenance
of Water Storage Tanks**

QUARTERLY	Gauges — normal water pressure maintained	
	CONTROL VALVES (LOCKED OR SUPERVISED)	
MONTHLY	Water temperature (supervised systems)	
MONTHLY	In the correct (open or closed) position	
MONTHLY	Locked or supervised	
MONTHLY	Accessible	
MONTHLY	Post Indicator Valves (PIVs) are provided with correct wrenches	
MONTHLY	Free from damage or leaks	
MONTHLY	Proper signage	
	WATER LEVEL	
MONTHLY	Water level (unsupervised) full	
QUARTERLY	Water level (supervised) full	

FREQUENCY	TANK EXTERIOR INSPECTION	RESULTS YES/NO/NA
QUARTERLY	Exterior of tank, supporting structure, vents, foundation, and catwalks or ladders are in good condition	
QUARTERLY	Area is free of combustible storage, trash, debris, brush, or material that could present a fire exposure hazard	
QUARTERLY	Area is free of accumulation of material on or near parts that could result in accelerated corrosion or rot	
QUARTERLY	Tank and support are free of ice buildup	
QUARTERLY	Exterior sides and top of embankments supporting coated fabric tanks are free of erosion	
	CONTROL VALVES (ELECTRONICALLY SUPERVISED)	
QUARTERLY	In the correct (open or closed) position	
QUARTERLY	Electronically supervised	
QUARTERLY	Accessible	
QUARTERLY	Post Indicator Valves (PIVs) are provided with correct wrenches	
QUARTERLY	Free from damage or leaks	
QUARTERLY	Proper signage	
	SURROUNDING AREA	
QUARTERLY	Free of combustibles	
QUARTERLY	Free of material that could accelerate corrosion or not	
QUARTERLY	Free of ice buildup	
QUARTERLY	Embankments (for coated fabric tank) free of erosion	

FREQUENCY		RESULTS YES/NO/NA
ANNUAL	Hoops and grillage (wooden tanks) are in good condition	
ANNUAL	Painted/coated surfaces are in good condition	
ANNUAL	Expansion joints are not cracked or leaking	



FREQUENCY	STEEL TANK INTERIOR INSPECTION (WITHOUT CORROSION PROTECTION)	RESULTS YES/NO/NA
THREE YEARS	Silt has been removed for underwater evaluation	
THREE YEARS	Interior surfaces are free of pitting, corrosion, spalling, or other forms of deterioration	
THREE YEARS	Interior is free of waste material, aquatic growth, and debris	
THREE YEARS	Interior coating is intact	
THREE YEARS	Tank floor is free of dents	
THREE YEARS	Heating system and components are in good condition	
THREE YEARS	Anti-vortex plate is in good condition and is not obstructed	

FREQUENCY	INTERIOR INSPECTION (ALL OTHER TANK TYPES)	RESULTS YES/NO/NA
FIVE YEARS	Silt has been removed for underwater evaluation	
FIVE YEARS	Interior surfaces are free of pitting, corrosion, spalling, or other forms of deterioration	
FIVE YEARS	Interior is free of waste material, aquatic growth, and debris	
FIVE YEARS	Interior coating is intact	
FIVE YEARS	Tank floor is free of dents	
FIVE YEARS	Heating system and components are in good condition	
FIVE YEARS	Anti-vortex plate is in good condition and is not obstructed	

TESTING

FREQUENCY	TANK HEATING SYSTEM	RESULTS YES/NO/NA
N/A	In proper working order	
N/A	Low water temperature signals	
N/A	High water temperature signals	
	WATER TEMPERATURE	
MONTHLY	Low temperature alarm is working correctly	
MONTHLY	High temperature limit switch is working correctly	
SEMI-ANNUAL	High and low water level signals work correctly	
	VALVE STATUS	
ANNUAL	Operated through its full range of motion	
ANNUAL	Status test to verify valve(s) is in the open position	
	AUTOMATIC TANK FILL VALVE	
ANNUAL	Valve actuated by lowering water level	
ANNUAL	Measure and record refill rate	
FIVE YEARS	Level indicators are accurate and move freely	
FIVE YEARS	Gauges tested or replaced	

MAINTENANCE

FREQUENCY		RESULTS YES/NO/NA
WEEKLY	Tank maintained full or at designated water level	
WEEKLY	Hatch covers in the roofs and the door at the top of frost-proof castings kept securely fastened	
WEEKLY	Waste material in or on the tank	
WEEKLY	Clean strainers quarterly	



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	