



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

SYSTEM INFORMATION					
Fire Pump					
Location:		Driver/Motor Type:		Rated RPM:	
Manufacturer:		Stages:		Rated GPM:	
Model:		Impeller Diameter:		Rated PSI:	
Serial #:		Pump Type:		Water Source:	
Notes:					

Motor			Transfer Switch		
Manufacturer:		Volts:		Manufacturer:	
Model:		Amps:		Model:	
Serial #:		Speed:		Serial #:	
		HP:		Location:	

Fire Pump Controller		Jockey Pump		Jockey Pump Controller	
Manufacturer:		Manufacturer:		Manufacturer:	
Model:		Model:		Model:	
Serial #:		Serial #:		Serial #:	

INSPECTION

FREQUENCY		RESULTS YES/NO/NA
MONTHLY	Heat in pump room is 40 degrees F (4 degrees C) or higher.	
MONTHLY	Ventilation louvers are free to operate	
MONTHLY	Excessive water does not appear on the floor	
MONTHLY	Coupling guard in place.	
MONTHLY	Pump suction, discharge, and bypass valves are open	
MONTHLY	No piping or hoses leak	
MONTHLY	System line pressure is within an accessible range	
MONTHLY	Suction line pressure is within an accessible range	
MONTHLY	Suction reservoir is full	
MONTHLY	Wet pit suction screens are unobstructed and in place	
MONTHLY	Waterflow test valves are in closed position, hose connection valve is closed, and the line to test valves is free of water.	
MONTHLY	Controller pilot light (power on) is illuminated	



MONTHLY	Transfer switch normal power light is illuminated	
MONTHLY	Isolating switch for standby power is closed	
MONTHLY	Reverse-phase alarm light is not illuminated	
MONTHLY	Normal-phase rotation light is illuminated	
MONTHLY	Oil level in vertical motor sight glass is within acceptable range	
MONTHLY	Pressure maintenance (jockey) pump has power	
MONTHLY	Record pump's highest and lowest pressure on the fire pump control log.	

ANNUAL	Inspect parallel and angular alignment	
ANNUAL	Test power transfer switch <ul style="list-style-type: none">• Voltage:• Amperage:• RPM:• Suction pressure: (psi)• Discharge pressure: (psi)	
ANNUAL	Test main relief valve	
ANNUAL	Inspect flexible hoses and connections	
ANNUAL	Inspect plumbing parts – inside and outside panels	
ANNUAL	Inspect pump shaft end play	
ANNUAL	Inspect accuracy of pressure gauges and sensors, and change as needed	
ANNUAL	Inspect pump coupling alignment	
ANNUAL	Inspect for corrosion on printed circuit boards	
ANNUAL	Inspect for cracked cable/wire insulation	
ANNUAL	Test electronic control module (ECM); confirm functioning correctly	
ANNUAL	Inspect sacrificial anode; replace as needed	
ANNUAL	Alarm indicating (visual and functional) operating correctly	
ANNUAL	Lubricate bearings and change as needed	

GENERAL INSPECTION COMMENTS



TESTING

CHURN/NO FLOW TEST		RESULTS YES/NO/NA
	Pertinent notifications made before testing	
	Fire pump in service	
	Pump operate for 10 minutes?	
	Confirm fire pump starts in response to pressure drop	
	Check packing gland tightness	
	Adjust gland nuts if necessary	
	Check packing boxes, bearings or pump casing for overheating	
	Check for unusual noise or vibration	
	Circulation (casing) relief valve functions correctly	
	Time for motor to accelerate to full speed:	
	Time controller is on first step voltage:	
	Time pump runs after starting: (For pumps with automatic start feature)	

WEEKLY/MONTHLY TEST READINGS			
Fire Pump		Pump Churn	
Start Pressure	psi	Suction Pressure Before Test:	psi
Stop Pressure	psi	Discharge Pressure Before Test:	psi
Jockey Pump			
Start Pressure	psi	Suction Pressure During Test:	psi
Stop Pressure	psi	Discharge Pressure During Test:	psi

ANNUAL PERFORMANCE TEST							
Flow	Suction Pressure (PSI)	Discharge Pressure (PSI)	Net Pump Pressure (PSI)	Pump Speed (RPM)	Volts	Amps	Actual Flow (GPM)
Churn 0%							
Rated 100%							
Peak 150%							

GENERAL TESTING COMMENTS



**Inspection, Testing & Maintenance
of Electric Fire Pumps**

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

CLOSING

Date & Time Complete		Tech Name	
Tech Signature		License/ Certification	