

FIRE SPRINKLER SYSTEM MAINTENANCE CHECKLIST

Safety is the number one priority of any business, which is why it's critical to maintain your fire sprinkler system. Routine fire sprinkler maintenance and testing is required and recommended by industry organizations such as the National Fire Protection Association (NFPA).

Date:

Review Conducted By:

GENERAL INSPECTION	YES	NO	N/A
Control valves are checked weekly to verify they are in the open position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All sprinkler heads regularly inspected to verify they are free of dust, paint, residue, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage items are at least 18 inches below sprinkler heads to allow adequate discharge. (Some newer sprinklers require 36 inches of clearance.) To verify your sprinkler requirements, check the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All piping is inspected to ensure nothing is hung from it and that it is well supported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire department connections are inspected to verify the connections are both accessible and visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caps or plugs are in place and undamaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate heat is maintained to prevent freezing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement sprinkler heads and a replacement wrench are kept on hand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational testing is performed on a regularly scheduled basis. This includes testing water flow devices, sprinkler valve tampers and the main drain for each sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing records are maintained for file review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A full sprinkler system inspection should be performed quarterly by a knowledgeable professional. Some states and cities require more frequent inspections. Most sprinkler contractors offer economical, long-term service agreements. These contractors can provide you with test certificates, which will comply with your insurance company and local fire department inspection requirements.



CBIZ Insurance Services, Inc.

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed commercial property and casualty representative at CBIZ Inc. or legal counsel to address possible compliance requirements. © 2021 Zywave, Inc. All rights reserved.

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INSPECTION REPORT: FIRE SPRINKLER CONTROL VALVES

VALVE NUMBER	LOCATION	CONTROLS	VALVE IS:	
			OPEN	CLOSED
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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