

FIRE SPRINKLER SYSTEM - CHECK LIST

April 1, 2024

USE IN ADDITION TO OTHER APPROPRIATE CHECK LISTS, UNLESS ONLY THIS SYSTEM IS BEING INSPECTED.

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF FAILS

1. Sprinkler systems should be inspected/tested at least annually by a State licensed technician. An approved service tag showing the date of the inspection should be attached to the system near the main riser. If system is red tagged or out of service for any reason; inform the Fire Marshal or Chief.
2. The owner or occupant should inspect the system and test the water flow alarm annually.
3. Check that the main OS&Y valve or post indicator valve (PIV) is fully open. PIV is to be locked open, and if the OS&Y valve is accessible, it will be locked open. These and other main valves on newer systems should also be equipped with electronic tamper monitoring devices.
4. If sprinkler heads extend through suspended ceiling tiles, all tiles must be in place.
6. Check that all sprinkler heads are in place. No capped off sprinkler heads.
7. Check that sprinkler heads have not been painted by occupant.
8. Storage must not be 18 inches below sprinkler head deflectors.
9. Fire department connections, normally twin siamese, should be 2½ inch National Hose (NH), swiveling female and must be capped. Connections must be clearly visible and easily accessible to firefighters and apparatus.
10. Outside water flow alarm bell should be free of obstructions (bird nests).