# Sprinkler inspection checklist

The monthly check by your staff

## 01 The system and visit

Building and riser location

Date

System (wet or dry pipe)

Checked by (printed name)

## 02 Control valves

4 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Each control valve in its normal position, open | ☐ | ☐ | |
| Each valve locked, sealed or supervised | ☐ | ☐ | |
| Valves reachable, each with a sign saying what it controls | ☐ | ☐ | |
| No leaks at the valves and the riser trim | ☐ | ☐ | |

Monthly for locked or supervised valves. A valve that is only sealed is looked at every week (NFPA 25).

## 03 Gauges and the dry pipe valve

6 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Each gauge working and not damaged | ☐ | ☐ | |
| Water pressure as usual (write it in the note) | ☐ | ☐ | |
| Dry pipe: air pressure as usual (write it in the note) | ☐ | ☐ | |
| Dry pipe: outside of the valve, no damage or leaks | ☐ | ☐ | |
| Dry pipe: air compressor or nitrogen supply working | ☐ | ☐ | |
| Dry pipe: valve room at 40°F (4°C) or warmer | ☐ | ☐ | |

Write each reading in the note: a reading means most next to last month's. The dry pipe lines are for dry systems only.

## 04 Walk-through

6 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Storage at least 18 in (46 cm) below the sprinklers | ☐ | ☐ | |
| Sprinklers: no paint, damage, leaks or anything hung on them | ☐ | ☐ | |
| Pipe and hangers: no leaks, nothing hung from the pipe | ☐ | ☐ | |
| Rooms with water-filled pipe at 40°F (4°C) or warmer | ☐ | ☐ | |
| Fire department connection visible, reachable, caps on | ☐ | ☐ | |
| Spare sprinkler cabinet: spares and a wrench inside | ☐ | ☐ | |

## 05 Defects and sign-off

Defects found, or no defects

Work orders written

Signature