
 Organization Name

Fire Sprinkler Inspection Checklist

This checklist is designed to help ministries keep an eye on their fire sprinkler systems, making sure they are in good working order. Most items on this list only require a quick visual inspection. If you spot a problem during your inspection, call a fire protection company right away so they can perform any necessary repairs.

MONTHLY VISUAL INSPECTION

	Yes	Needs Attention
BUILDING EXTERIOR		
1. Is all visible piping clear of leaks or rust?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is water motor alarm (bell) free of obstructions, such as a bird's nest?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the ground above pipes free of signs of leaks (standing water or soft ground)?	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING INTERIOR (RISER ROOM):		
Are the fire sprinkler valves:		
4. Easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
5. Labeled properly?	<input type="checkbox"/>	<input type="checkbox"/>
6. Free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>
7. In good condition with no visible damage?	<input type="checkbox"/>	<input type="checkbox"/>
8. Positioned in their fully opened or closed state?	<input type="checkbox"/>	<input type="checkbox"/>
Are the wet sprinkler system gauges:		
9. In good condition with no visible damage?	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintaining proper water pressure?	<input type="checkbox"/>	<input type="checkbox"/>
Are the dry sprinkler system gauges:		
11. Indicating normal water pressure?	<input type="checkbox"/>	<input type="checkbox"/>
12. Showing the same pressure as the gauge on the quick-opening device?	<input type="checkbox"/>	<input type="checkbox"/>
Piping		
13. Are pipe hangers and sway bars secure and free of rust?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is interior piping free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>
Water holding tank (if your building has one)		
15. Does the tank have water (a valve can get stuck closed and prevent fill up or the gauge itself could be stuck showing full when it's empty)?	<input type="checkbox"/>	<input type="checkbox"/>

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QUARTERLY INSPECTION

Once per quarter, perform all the items on the monthly fire sprinkler inspection checklist outlined above, plus the following tasks:

	Yes	Needs Attention
16. Do the supervisory alarm and water flow alarm have visual signs of physical damage?	<input type="checkbox"/>	<input type="checkbox"/>
17. When performing a test of the system, was it free of valve seizures, broken seams or leakage, sensor malfunctions, and other valve issues?	<input type="checkbox"/>	<input type="checkbox"/>
18. For hydraulic sprinkler systems, is the nameplate secure and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are all fire department connections unobstructed and free of physical damage?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are all fire department valves and gaskets free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are the pressure relief and pressure reducing valves in an open position, free of leaks, and maintaining downstream pressure according to the system's design?	<input type="checkbox"/>	<input type="checkbox"/>

ANNUAL AND FIVE-YEAR FIRE SPRINKLER INSPECTION

To be completed by a licensed fire sprinkler contractor.

PREVENTING FROZEN PIPES

Fire sprinkler system pipes can freeze and burst, flooding your building with thousands of gallons of water in just a few minutes. Take steps to help protect your property.

22. Are pipes insulated (when accessible)?	<input type="checkbox"/>	<input type="checkbox"/>
23. Do you keep building at or above 55 degrees?	<input type="checkbox"/>	<input type="checkbox"/>
24. Do you get heat to pipes in cold or unconditioned space?	<input type="checkbox"/>	<input type="checkbox"/>
A. Sealing cracks/holes in exterior	<input type="checkbox"/>	<input type="checkbox"/>
B. Removing ceiling tiles during cold snap	<input type="checkbox"/>	<input type="checkbox"/>
C. Opening interior doors to allow heat into riser/pump rooms	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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