



QUARTERLY INSPECTION CHECKLIST FIRE SPRINKLER SYSTEM

The following procedures shall be performed at each required quarterly inspection of a fire sprinkler system. Unless done by a qualified fire sprinkler company an inspection does not normally include testing, disassembling, or removing any sprinkler equipment or component.

CHECK POINTS	CORRECTIVE ACTION
FIRE SPRINKLER RISER	
"5-Year" required servicing and maintenance passed due	contact fire sprinkler company
Leaking	contact fire sprinkler company
Earthquake bracing damaged	contact fire sprinkler company
Gauges damaged	contact fire sprinkler company
Hydraulic name plate missing or not legible	contact fire sprinkler company
Gauge valve turned off	Open valve
Objects draped on or hanging from sprinkler piping	remove objects
Obstructed by shrubs, storage, etc.	remove objects for 3 foot radius
Water pressure (lower gauge)	record pressure on reverse side of this sheet
FIRE SPRINKLER HEADS	
Leaking, corroded, painted	contact fire sprinkler company
Spare heads with wrench (minimum of 6 heads)	contact fire sprinkler company
Flow obstructed (objects too close to sprinkler head)	remove obstruction
FIRE ALARM DEVICES	
Visible physical damage (<u>do not test alarm</u>)	contact fire sprinkler company
FIRE DEPARTMENT CONNECTION	
Gaskets missing or deteriorated	contact fire sprinkler company
Clapper valves don't close completely	contact fire sprinkler company
Inlet caps missing	inspect pipe mouth, remove debris, replace caps
Caps damaged	repair or replace
Caps do not rotate smoothly	lubricate
Material inserted into opening	remove (do not push into pipe)
External objects blocking connection access	remove objects for 3 foot radius
No identifying sign (showing building served)	replace, repair, attach metal sign
WATER SYSTEM CONTROL VALVES	
Valves leak	contact fire sprinkler company
Control wheels/valves not secured in open position	verify fully open, chain with padlock
Valves obstructed	remove objects for 3 foot radius

**INSPECTION RECORD
(CA Fire Code)**

This records it to be kept current. All inspector's signatures are signed under penalty of perjury. This record shall be maintained on the premises and be displayed at the system riser or inspector's test valve, whichever is protected from the elements. Retain this record for 5 years after most recent inspection date.

<p>20____ QUARTERLY INSPECTIONS</p> <table style="width:100%; border: none;"> <tr> <td style="width:30%;">Inspector's Name:</td> <td style="width:30%;">QTR</td> <td style="width:40%;">Pressure</td> </tr> <tr> <td>_____</td> <td>1st</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>2nd</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>3rd</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>4th</td> <td>_____</td> </tr> </table> <p>Date: _____ Corrections (if any): _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	Inspector's Name:	QTR	Pressure	_____	1st	_____	_____	2nd	_____	_____	3rd	_____	_____	4th	_____	<p>20____ QUARTERLY INSPECTIONS</p> <table style="width:100%; border: none;"> <tr> <td style="width:30%;">Inspector's Name:</td> <td style="width:30%;">QTR</td> <td style="width:40%;">Pressure</td> </tr> <tr> <td>_____</td> <td>1st</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>2nd</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>3rd</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>4th</td> <td>_____</td> </tr> </table> <p>Date: _____ Corrections (if any): _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	Inspector's Name:	QTR	Pressure	_____	1st	_____	_____	2nd	_____	_____	3rd	_____	_____	4th	_____
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