



# Automatic Sprinkler Systems Inspection, Testing, and Maintenance of Wet Pipe Sprinkler Systems

Property Name: \_\_\_\_\_ Inspector: \_\_\_\_\_

Property Address: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

This Report Covers:  Monthly  Quarterly  Annual  
 Three-Year  Five-Year

## Inspections

### Monthly

Yes  No  N/A Gauges—normal water pressure maintained

#### Control Valves

Yes  No  N/A In the correct (open or closed) position

Yes  No  N/A Sealed, locked, or supervised

Yes  No  N/A Accessible

Yes  No  N/A Free from damage or leaks

Yes  No  N/A Proper signage

#### Alarm Valves

Yes  No  N/A Free of damage

Yes  No  N/A Accessible

Yes  No  N/A Retard chamber/alarm drains not leaking

### Quarterly

Yes  No  N/A Alarm devices—free of damage

Yes  No  N/A Hydraulic data nameplate—securely attached to riser/legible

#### Fire Department Connections

Yes  No  N/A Visible and accessible

Yes  No  N/A Coupling/swivels operate correctly

Yes  No  N/A Plugs/caps are in place

Yes  No  N/A Gaskets are not damaged

Yes  No  N/A Identification signs are in place

Yes  No  N/A Ball drip valve is functional

#### Pressure Reducing Valve

Yes  No  N/A In the open position/not leaking

Yes  No  N/A Maintaining downstream pressure





Yes  No  N/A In good condition

**Annual**

**Sprinklers (visible)**

- Yes  No  N/A No damage or leaks
- Yes  No  N/A Free of corrosion, foreign material, or paint
- Yes  No  N/A Installed in proper orientation
- Yes  No  N/A Fluid in glass bulbs
- Yes  No  N/A Spare sprinklers—proper number and type. Complete with wrench?
- Yes  No  N/A Hangers and seismic bracing—not damaged or loose

**Pipes and Fittings (visible)**

- Yes  No  N/A In good condition/no external corrosion
- Yes  No  N/A No leaks or mechanical damage
- Yes  No  N/A Correct alignment—no external loads
- Yes  No  N/A Hose racks—inspected per NFPA 1962
- Yes  No  N/A Building—wet piping not exposed to freezing temperatures

**Five-Year**

- Yes  No  N/A Alarm valve interior including strainers, filters, and restriction orifice
- Yes  No  N/A Check valve—internal moves freely, in good condition
- Yes  No  N/A Obstruction inspection—no foreign or obstructing material found

**Test**

**Quarterly**

- Yes  No  N/A Alarm devices—water motor gong
- Yes  No  N/A Main drain test—if the sole supply is through a backflow preventer  
 Static psi \_\_\_\_\_ Residual psi \_\_\_\_\_
- Yes  No  N/A Do results differ by more than 10% from previous test?

**Semi-annual**

- Yes  No  N/A Supervisory switch functions
- Yes  No  N/A Alarm devices—inspectors test or bypass opened/obstructed waterflow

**Annual**

- Yes  No  N/A Main drain test                      Static \_\_\_\_\_ Residual \_\_\_\_\_
- Yes  No  N/A Do results differ by more than 10% from previous test?
- Yes  No  N/A All control valves operated through full range of motion and returned to normal position.
- Yes  No  N/A Specific gravity or anti-freeze system (if present)
- Yes  No  N/A Backflow preventer—test
- Yes  No  N/A Backflow preventer—flow test

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**Three-Year**

Yes  No  N/A Hose has been tested in accordance with NFPA 1962

**Five-Year**

Yes  No  N/A Gauges tested or replaced

Yes  No  N/A Pressure reducing valve—flow test and comparable to previous results

**Routine Maintenance**

Yes  No  N/A Sprinklers tested or replaced per appropriate testing schedule

**Comments**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

License/Certification No.: \_\_\_\_\_