READY TO INSPECT — FIELD CHECKLIST

Deluge valve annual maintenance checklist

The annual deluge valve service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 13, NFPA 25. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The licensed fire-protection contractor performs and certifies the full trip and flow test with the AHJ witnessing; the building team observe the release, record the readings and reset conditions, and never certify the result themselves. When: Once a year, coordinated with the contractor and the monitoring station placed on test, timed so the valve can be released, the discharge observed and the valve dried, reset and returned to service the same day.

Notice and hazard protection

- [ ] Monitoring company, owner and the protected area warned first
  Monitoring company placed on test, the owner told, and everyone in or below the protected area warned that open nozzles will discharge, with the call logged before release.
  No photo required

- [ ] Impairment and fire watch set from release through reset
  Impairment opened under the owner's procedure for the release, drain-down and reset, the hazard's operator told, and a fire watch posted where the procedure requires one.
  No photo required

- [ ] Hazard under the nozzles protected before water is admitted
  Equipment, stock and process under the nozzles shut down, covered or moved as the owner agrees, or the area confirmed clear where the test method holds water at the valve.
  1 photo required

Trip test observed

- [ ] Detection and release devices tested by the qualified party
  Fire alarm technician's test of electric detection and releasing circuits, or the contractor's test of pneumatic or hydraulic pilot heads, observed or its report on file.
  No photo required

- [ ] Detection-initiated release witnessed end to end
  Contractor seen initiating release from detection and from the manual station, the valve releasing in response, release time and time to water delivery recorded against prior years.
  2 photos required

- [ ] Discharge pattern at the open nozzles observed
  Water seen reaching every open nozzle in the protected area, the pattern covering the hazard as designed, any plugged or misaimed nozzle flagged to the contractor.
  1 photo required

- [ ] Supply pressure at the valve read while water flows
  Supply gauge read before release and again while the nozzles flow, compared with prior years, and a steeper drop than before flagged as a supply or valve obstruction.
  1 photo required

- [ ] Test water followed to its drain or containment
  Discharge seen running to the drains, trenches or containment the design provides, none pooling on equipment, backing up or leaving the area where it should not.
  1 photo required

- [ ] Foam proportioning sampled during the flow where fitted
  On foam-water systems, concentrate injection seen during the flow and the contractor's proportioning sample recorded against the design, concentrate used replaced before reset.
  No photo required

Reset and restoration

- [ ] System drained and dried after the test
  Piping to the open nozzles drained and low points confirmed clear after the discharge, the protected area cleaned up before the valve is reset.
  1 photo required

- [ ] Nozzle supply strainer and nozzles checked after the flow
  Line strainer on the nozzle supply flushed where one is fitted, and nozzles seen clear of scale the flow carried, any plugged one cleared or replaced before the valve is reset.
  No photo required

- [ ] Valve reset and supervision restored
  Valve reset by the contractor, priming or diaphragm pressure restored to normal, detection, solenoid and tamper supervision confirmed before the system is taken off test.
  2 photos required

- [ ] Supply valve back to full open and the hazard returned to use
  Main control valve brought back to full open without water hammer, sealed and supervised, covers taken off the hazard, and the operator told the area can return to normal use.
  1 photo required

- [ ] Monitoring company and owner told the deluge valve is back in service
  Monitoring company confirms the release and waterflow signals arrived and the account is off test, the owner told, and the impairment closed in the owner's log.
  No photo required

Documentation

- [ ] Observed results and open items recorded on the building side
  Observed release and delivery times and any nozzle or valve deficiency the contractor calls out logged with a photo and a date on the site record, kept separate from the contractor's certified report.
  1 photo required