READY TO INSPECT — FIELD CHECKLIST

Dry-pipe sprinkler valve annual maintenance checklist

The annual dry-pipe 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 25, NFPA 13. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities lead witnessing the sprinkler technician's annual trip test and recording the observed times and pressures, while the technician performs the test and resets the valve. When: Once a year, coordinated with the technician and the monitoring station placed on test, timed so the system can be dried, reset and returned to service the same day.

Notice and starting readings

- [ ] Monitoring company and owner warned before the valve trips
  Monitoring company placed on test for the trip, the owner told the system is out of service until reset, and the call logged before the inspector's test opens.
  No photo required

- [ ] Impairment and fire watch arranged for the trip and reset
  Impairment entered under the owner's procedure for the whole trip, drain-down and reset, the zones served known, and a fire watch posted where the procedure requires one.
  No photo required

- [ ] Starting air and water pressures read before the trip
  System air and supply water gauges read and recorded just before the inspector's test opens, so the trip can be compared with the valve's differential and the prior test.
  1 photo required

Trip test observed

- [ ] Full trip test witnessed with trip and delivery times recorded
  Valve seen tripping, usually a partial-flow trip, with full flow and water delivery timed at the inspector's test in the years the standard sets; trip time and pressure recorded.
  3 photos required

- [ ] Air pressure at the moment of trip read and recorded
  System air gauge reading noted as the clapper opens, compared with the trip point the valve's differential predicts and with the trip pressure from the prior test.
  1 photo required

- [ ] Quick-opening device operation observed during the trip
  Accelerator or exhauster seen speeding the trip as intended during the test, no lag suggesting a fouled or isolated device.
  No photo required

Reset and restoration

- [ ] Low point drains and system dry-down observed
  Low point drains opened and confirmed clear of trapped water after the test, system dried before it is re-pressurized.
  1 photo required

- [ ] Clapper facings and seats seen cleaned and inspected at reset
  With the control valve shut and the valve drained, cover off, clapper facings and seat rings seen cleaned and checked for wear, worn parts replaced per the manufacturer.
  1 photo required

- [ ] Valve reset and returned to normal air pressure
  Valve reset by the technician, priming level restored, system brought back to its normal air pressure and supervision confirmed before it is taken off test.
  2 photos required

- [ ] Quick-opening device reset and its isolation valve reopened
  Where an accelerator or exhauster is fitted, it is reset per the manufacturer and its isolating valve reopened only once system air is stable, so it is armed and not left isolated.
  No photo required

- [ ] Time to restore normal system air recorded after reset
  Time for the air supply to bring the drained system back to normal pressure noted and compared with the design value and the prior test, a slow fill flagged for the technician.
  No photo required

- [ ] Low-air switch operating point read as system air falls
  Air bled slowly at the trim, staying above the trip point, until the low-air supervisory operates, the gauge read against the switch setting, then air restored and the signal cleared.
  1 photo required

Return to service

- [ ] Control valve reopened and the panel back to normal
  Main control valve opened slowly and fully after the reset, sealed and supervised, and the panel showing no alarm, low-air or supervisory condition left standing.
  1 photo required

- [ ] Monitoring company and owner told the dry system is back
  Monitoring company confirms trip and supervisory signals were received and the account is back to normal, the owner told, and the impairment closed in the owner's log.
  No photo required

Documentation

- [ ] Test results and open items recorded on the building side
  Observed trip and delivery times and any deficiency the technician calls out logged with a photo and a date on the site record, separate from the technician's report.
  1 photo required