

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.

Trip test observed

- ☐ Full trip test witnessed with trip and delivery times recorded
Valve seen tripping when the technician opens the inspector's test, the trip time and time to water delivery recorded and compared against prior years. 3 photos 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. 1 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
- ☐ 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

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