READY TO INSPECT — FIELD CHECKLIST

Dry-pipe sprinkler valve quarterly maintenance checklist

A quarterly dry-pipe valve round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 25, NFPA 13. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The building engineer or sprinkler service tech reading the gauges and the enclosure on the quarterly round, recording conditions rather than tripping the valve. When: Every quarter, and watched most closely heading into cold weather since the enclosure heat is what keeps the valve from freezing and false-tripping.

Notice before the round

- [ ] Monitoring company and owner warned before any alarm test
  Monitoring company placed on test for waterflow and low-air signals, the owner advised of the window, and the call and account status logged before any trim valve is opened.
  No photo required

- [ ] Owner's impairment procedure opened for the dry system
  Impairment entered under the owner's procedure for the time the alarm line or drains are open, the zones served known, and a fire watch posted where the procedure requires one.
  No photo required

Pressures and priming

- [ ] Air and water pressures read and the differential compared
  System air pressure and supply water pressure both read at the gauges and compared against the valve's required differential, readings noted, neither gauge stuck or pinned.
  2 photos required

- [ ] Priming water level checked at the priming valve
  Priming level checked at the test/priming valve, water present to the intended level over the clapper, no excess backing over the seat.
  1 photo required

- [ ] Air or nitrogen supply feeding at its set pressure
  Compressor, plant air or nitrogen feed valve open, air maintenance device or regulator gauge at its set point, bypass closed, and the supply not running constantly to hold pressure.
  1 photo required

- [ ] Air and water readings logged against the site baseline
  Readings entered in the site log beside the commissioning or prior values, with a steady air loss or a supply pressure change flagged for the technician to trace.
  No photo required

- [ ] Intermediate chamber drip checked for water or air leakage
  Ball drip or automatic drip valve at the intermediate chamber free to move and dry, with steady water or air at the drip flagged as a leaking clapper or air seat.
  1 photo required

Alarms and quick-opening device

- [ ] Low-air alarm and its pressure setting observed
  Low-air supervisory setting on the switch or maintenance-air device read against the intended value, the low-air signal confirmed reaching the panel where it can be observed without tripping the valve.
  1 photo required

- [ ] Quick-opening device condition observed where fitted
  Accelerator or exhauster isolating valve open, device pressurized and free of leaks, priming chamber where fitted not weeping, nothing left isolated after prior work.
  No photo required

- [ ] Waterflow alarm operated through the valve's alarm test line
  Alarm test valve opened with the clapper left shut, pressure switch or water motor gong operating and the panel showing waterflow, then the valve closed and the line drained.
  1 photo required

Enclosure and valve

- [ ] Enclosure heat and freeze protection observed
  Valve enclosure or riser room held above freezing, heater or heat trace operating, thermostat set and the space free of drafts at the openings.
  2 photos required
- [ ] Valve position and supervision checked
  Main control valve open and supervised, tamper confirmed reporting to the panel, trim valves in their normal positions and the reset/trip instruction plate legible.
  1 photo required
- [ ] Auxiliary drains at each low point emptied of condensate
  Each drum drip drained with its upper valve shut first, the lower valve and plug closed tight after and the upper valve reopened, and any water found noted by location.
  1 photo required

Return to service

- [ ] Fire alarm panel back to normal after the round
  Panel showing no waterflow, low-air or supervisory condition standing, alarm test valve and drains shut, and the dry system holding its normal air pressure.
  1 photo required
- [ ] Monitoring company and owner told the dry system is restored
  Monitoring company confirms the account is off test and receiving normally, the owner is told, and the impairment is closed in the owner's log.
  No photo required