READY TO INSPECT — FIELD CHECKLIST

Fire department connection (FDC) annual maintenance checklist

The annual fire department connection 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 internal inspection of the FDC and check valve and any required flow work, with the AHJ witnessing; the building team observe and record the condition and results. When: On the system's periodic cycle, the pass that looks inside the FDC and the check valve for obstruction, which no external cap-and-approach round can confirm.

Notice and impairment

- [ ] Owner and monitoring company called before the FDC is opened
  Before the contractor opens the check valve or drains the line, the owner told of the work and the monitoring company warned of possible waterflow or supervisory signals, both calls logged.
  No photo required
- [ ] FDC impairment opened and the fire department told
  Owner's impairment procedure followed while the FDC or its check valve is out of service, the local fire department told it is unavailable, fire watch set if required.
  No photo required

Internal inspection observed

- [ ] Inlet interior and obstruction check witnessed
  Contractor's internal inspection observed with the inlets opened, the interior seen clear of debris, ice or foreign material back to the check valve, findings recorded.
  2 photos required
- [ ] Check valve condition observed
  Check valve seen holding as the contractor tests it, no back-leakage into the FDC piping, any weeping or seat wear the contractor calls out noted for follow-up.
  1 photo required
- [ ] Swivels and gaskets examined with the caps off
  Each swivel turned through a full turn with the cap off, the gasket seated, pliable and uncracked, anything worn marked for the contractor to renew.
  1 photo required
- [ ] Inlet threads tried against the local hose coupling
  Contractor fits a coupling or thread gauge matching the local fire department's hose to each inlet, the thread engaging fully, damaged or mismatched threads written up.
  1 photo required
- [ ] Source of any debris found recorded for the owner
  Where debris, scale, ice or foreign material is found, the likely source such as a missing cap or corrosion noted, and any obstruction investigation the contractor advises written up.
  No photo required

Drip and hydrostatic test

- [ ] Automatic drip operated and reseated by the contractor
  Beyond the quarterly look, the ball drip or drain plunger worked by hand to confirm it opens, drains the line and reseats, any seized or leaking drip written up.
  1 photo required
- [ ] FDC piping hydrostatic test record current
  Contractor's record of the FDC piping hydrostatic test on file within the interval the inspection standard sets, pressure and hold result recorded, and the next due date noted for the owner.
  No photo required

Hardware and record

- [ ] Caps, gaskets and swivels renewed as needed
  Any missing cap, worn gasket or seized swivel the contractor replaces observed and logged, inlets left capped and turning freely after the work.
  1 photo required

- [ ] Test tag current and deficiencies logged
  Updated tag with the inspection date at the FDC, any obstruction or check-valve issue raised written into the site record with the follow-up, separate from the contractor's certified report.
  1 photo required

Return to service

- [ ] Monitoring company, owner and fire department told FDC is back
  Check valve and drains back to normal, the monitoring company confirming normal signals, the owner and local fire department told, and the impairment closed in the log.
  No photo required

- [ ] Contractor's inspection report filed with the owner
  Written report with the internal inspection, check valve and hydrostatic results filed with the owner, and the AHJ's witnessing noted where it attended the work.
  No photo required