

Fire pump (electric or diesel) quarterly maintenance checklist

A quarterly fire pump 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 20, NFPA 25. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The fire protection service tech on the contracted quarterly visit. When: Every quarter, timed with the building's other life-safety inspections so the pump room isn't visited twice.

Before the test

- ☐ **Monitoring company and owner notified before the churn run**
Monitoring company told the pump will run and signals are expected, the owner's contact informed, and both logged with names and times. No photo required
- ☐ **Owner's impairment procedure followed for the test**
Impairment opened under the owner's procedure, tag hung where the procedure requires, and a fire watch set up where it calls for one. No photo required

Churn and controller

- ☐ **Pump run at churn (no-flow) condition**
Pump starts on pressure drop, builds churn (shutoff) pressure at no flow, above its rated pressure, and runs smoothly without cavitation noise. 2 photos required
- ☐ **Controller status and alarms reviewed**
Power-available light on, no active trouble alarms, phase reversal and low-oil (diesel) indicators normal. 1 photo required
- ☐ **Pressure switch settings and readings recorded**
Start and stop pressures match the setpoint sheet in the pump room, not just 'looked normal'. 1 photo required
- ☐ **Suction and discharge gauges read and logged at churn**
Both gauges read while running at churn and logged against churn pressure on the pump curve or acceptance test and last quarter's readings, with any drop flagged. 1 photo required
- ☐ **Casing cooling flow observed during the churn run**
Circulation relief valve or engine cooling-water discharge flowing so the casing stays cool at no flow, with no relief valve dumping water unexpectedly. No photo required

Valves and jockey pump

- ☐ **Supervised valves checked open with tamper switches functioning**
Valve handwheel fully open, seal or lock in place, tamper switch sends a supervisory signal when moved. 2 photos required
- ☐ **Jockey pump operation and cycling verified**
Jockey pump maintains system pressure without short-cycling and stops before the main pump would start. 1 photo required
- ☐ **Test header or flow-meter loop valves closed and secured**
Test header hose valves shut with caps on, or the flow-meter loop valve closed, and no water passing to the outlet or drain. 1 photo required

Room conditions

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| ☐ Pump room heating, ventilation and lighting checked
Room temperature above the minimum for the pump type, louvers and heaters functioning, lighting adequate. | 1 photo required |
| ☐ Suction and discharge piping inspected for leaks
No weeping at flanges or the casing, no unusual vibration or noise during the run. | 1 photo required |

Returned to service

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| ☐ Fire pump controller left in automatic after the run
Selector in automatic, no alarms latched on the display, and system pressure back at the normal standby reading on the gauge. | 1 photo required |
| ☐ Monitoring company told the system is back in service
Monitoring company confirms signals cleared and the system restored, the impairment closed with the owner, and both logged with names and times. | No photo required |