READY TO INSPECT — FIELD CHECKLIST

Fire pump jockey pump annual maintenance checklist

The annual jockey pump 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 20, NFPA 25. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The fire-protection service tech on the annual visit. Still an observation pass; any required flow test and certification is a separate procedure. When: Once a year, coordinated with the fire pump service so the jockey is looked at closely while the room is worked.

Notice and impairment

- [ ] Monitoring company and owner warned before the annual pass
  Both told the jockey will be stopped, locked out and cycled, and that fire pump starts or pump-running signals may come through, with names and times logged.
  No photo required

- [ ] Owner's impairment procedure applied to the jockey shutdown
  Owner's procedure followed while the jockey is out, the fire pump left in auto to carry system pressure, and a fire watch set where the procedure calls for one.
  No photo required

Relief and cooling

- [ ] Casing relief valve observed operating
  Where the jockey has a casing relief valve, it is seen intact, not corroded or blocked, and not discharging continuously to drain. Observe operation, do not recertify.
  No photo required

Mechanical condition

- [ ] Jockey controller locked and tagged before the guard comes off
  Controller disconnect and any separate feed locked, tagged and a start tried. For the motor run: guard on, people clear, locks lifted by whoever hung them, then re-locked before hands go back in.
  1 photo required

- [ ] Coupling, seals and motor bearings inspected
  Coupling checked for wear and alignment, seals dry, motor run and listened to for bearing noise or overheating, mounts tight.
  2 photos required

- [ ] Jockey isolation valves stroked and left open
  Deeper than the quarterly position check: suction and discharge valves closed and reopened through full travel, left fully open with no stem leak.
  1 photo required

- [ ] Coupling guard refitted and jockey locks cleared
  Guard fastened on every side, people clear, lock and tag taken off by whoever hung them, and the disconnect closed ready for the run checks.
  1 photo required

- [ ] Motor running current read against the nameplate
  Current read on each phase under the site's energized-work procedure and its PPE, covers opened only as that procedure allows, and set against the motor nameplate.
  1 photo required

- [ ] Full make-up cycle watched under a drawn-down system
  System bled down slightly, jockey watched restoring pressure and cutting out cleanly, start and stop points logged and compared to last year for drift.
  1 photo required

- [ ] Controller pressure reading checked with a calibrated test gauge
  Calibrated test gauge at the sensing line test connection, compared with the controller's pressure display or switch at cut-in and cut-out, and any error reported.
  1 photo required

Controller and records

- [ ] Controller fault history reviewed for the year
  Overload trips, failed starts and time left in hand or off read from the controller's record or the room log, each traced to a cause and written up.
  No photo required

- [ ] Controller returned to auto and status logged
  After the pass the controller is confirmed in auto with no faults, and the observed pressures and condition are recorded for trending.
  1 photo required

- [ ] Monitoring company and owner told the jockey is back in service
  Monitoring company confirms every signal from the pass has cleared, the owner closes the impairment and receives the pressures and findings, names and times logged.
  No photo required