READY TO INSPECT — FIELD CHECKLIST

Fire pump jockey pump quarterly maintenance checklist

A quarterly jockey 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 or facilities tech on the quarterly round in the fire pump room. This is an inspection and observation round, not a certification. When: Every quarter, alongside the fire pump room walk, watching the jockey through a normal make-up cycle rather than testing it.

Before the cycle

- [ ] Monitoring company and owner told before the jockey is cycled
  Before any pressure is bled to bring the jockey on, both told a fire pump start or pump-running signal may come through, with names and times logged.
  No photo required
- [ ] Recorded jockey and fire pump settings located
  Setting sheet or controller display photographed with the jockey's start and stop and the fire pump's start, so observed points are read against it and drift reported, not adjusted.
  1 photo required
- [ ] Jockey suction and discharge valves found open
  Both isolation valves fully open with handles on, so the jockey is not valved off or running dead-headed while it's counted as in service.
  1 photo required

Pressure settings

- [ ] Start and stop pressures observed relative to the fire pump
  Jockey watched starting and stopping on the gauge, both points sitting above the fire pump's start point so the jockey handles make-up and the fire pump only starts on a real demand. Observe the readings, do not adjust or certify.
  2 photos required
- [ ] Minimum run timer setting read on the controller
  Run timer read where the controller has one and matched to the record, so the jockey runs long enough per start instead of snapping off at cut-out.
  No photo required

Cycling and pressure hold

- [ ] System pressure held without short-cycling
  Pump watched over several minutes at rest, holds system pressure steady, not snapping on and off, which points to a leak or a bad setting.
  1 photo required
- [ ] No leaks at the pump, piping or casing relief
  Casing relief discharging to drain as intended not spraying, seals and fittings dry, no drip feeding a short-cycle.
  2 photos required
- [ ] Jockey starts since the last round read from the log
  Start counter or run log read and set against last quarter's count, with a rising rate flagged as a system leak to find rather than accepted as normal.
  No photo required
- [ ] Fire pump start history checked for make-up starts
  Fire pump controller's event record read for starts with no fire or test behind them, which would mean the jockey is not keeping up or the settings overlap.
  No photo required

Controller status

- [ ] Jockey controller reading normal
  Controller in auto, power-on light lit, no fault or alarm shown, selector not left in hand or off.
  1 photo required

- [ ] Motor and controller enclosure checked from outside
  Walk-down with covers on: motor and base free of rust, oil or water, vents clear, controller door closed and latched with no damage, moisture or heat marks.
  1 photo required

- [ ] Controller sensing line intact with its test valve shut
  Sensing line from the system to the jockey controller unkinked and dry at each fitting, and the test connection valve closed and capped after the cycle.
  1 photo required

After the round

- [ ] Monitoring company told the round is finished
  Monitoring company confirms any pump-running or other signals from the round have cleared, the owner told the round is done, and both calls logged.
  No photo required

- [ ] Quarterly start, stop and cycling figures logged
  Observed start and stop pressures, starts counted and any fire pump make-up starts entered in the pump room log so the next round and the annual can trend them.
  No photo required