READY TO INSPECT — FIELD CHECKLIST

Pre-action valve annual maintenance checklist

The annual pre-action valve 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 full trip test with the AHJ witnessing; the building team observe the sequence, record the times and reset conditions, and never certify the result themselves. When: Once a year, coordinated with the contractor and the monitoring station placed on test, timed so the detection can be exercised, the valve released, dried and reset and returned to service the same day.

Notice and test set-up

- [ ] Monitoring company, owner and zone occupants told before the trip
  Monitoring company placed on test for release, waterflow and supervisory signals, the owner and people working in the protected zones told, and the call logged before release.
  No photo required
- [ ] Protected zones placed under the owner's impairment procedure
  Impairment opened for the whole test, drain-down and reset, the zones the valve serves named, and a fire watch posted where the owner's procedure requires one.
  No photo required
- [ ] Trip method agreed with the contractor before release
  Contractor states whether water is held at the valve for a partial trip or admitted to the piping for a full trip, as the test method and the manufacturer allow, and the method is recorded.
  No photo required
- [ ] Supply, supervisory air and priming readings taken before release
  Supply water, supervisory air and priming gauges read just before release, giving a baseline against the prior test and the values the trim must return to after reset.
  1 photo required

Trip test observed

- [ ] Detection and releasing circuits tested by the fire alarm technician
  Fire alarm technician's functional test of the detectors and releasing circuits observed, or the report on file, with every detection zone shown reaching the releasing panel.
  No photo required
- [ ] Each interlock condition tried alone before the full release
  Detection alone and loss of supervisory air alone each tried as the contractor directs, the valve releasing only on what its interlock type calls for and the panel showing each step.
  1 photo required
- [ ] Detection-initiated release witnessed end to end
  Contractor seen initiating the release from detection, the valve tripping in response and the interlock behaving as designed, trip time and time to water delivery recorded against prior years.
  2 photos required
- [ ] Release solenoid and manual station proven during the test
  Solenoid seen opening on the release signal and the manual release station exercised as the contractor directs, no lag suggesting a fouled or partly isolated release path.
  1 photo required

Reset and restoration

- [ ] System dried and low points confirmed clear
  System drained after the test and low-point drains confirmed clear of trapped water before it is re-pressurized, so nothing sits to freeze in a cold space.
  1 photo required
- [ ] Clapper or diaphragm, latch and seat examined with the cover off
  Supply shut and the valve drained, the contractor opening the cover to clean the clapper or diaphragm, latch and seat, wear judged and parts renewed per the manufacturer.
  1 photo required

- [ ] Release trim strainer and priming supply seen cleaned
  Strainer and restricted orifice on the priming or release trim seen cleaned by the contractor, since a plugged priming supply can let the valve open on its own.
  1 photo required

- [ ] Valve reset and supervision restored
  Valve reset by the contractor, priming and supervisory air restored to normal, releasing panel and tamper supervision confirmed before the system is taken off test.
  2 photos required

- [ ] Detection zones re-enabled and the releasing panel cleared
  Every zone disabled for the test re-enabled, releasing circuits back to normal, and no alarm, trouble or supervisory condition left standing, confirmed with the fire alarm technician.
  1 photo required

- [ ] Monitoring company and owner told the pre-action system is back
  Monitoring company confirms the release, waterflow and supervisory signals arrived and takes the account off test, the owner is told, and the impairment is closed in the owner's log.
  No photo required

Documentation

- [ ] Observed results and open items recorded on the building side
  Observed trip and delivery times and any deficiency the contractor calls out logged with a photo and a date on the site record, kept separate from the contractor's certified report.
  1 photo required