

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.

Trip test observed

- ☐ 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
- ☐ 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

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