READY TO INSPECT — FIELD CHECKLIST

Pre-action valve quarterly maintenance checklist

A quarterly pre-action valve 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 13, NFPA 25. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The building engineer or sprinkler service tech reading the gauges, the releasing panel and the trim on the quarterly round, recording conditions rather than releasing the valve. When: Every quarter, and watched closely where the protected space is cold, since the whole point of a pre-action valve is to keep water out of the pipe until detection calls for it.

Notice before the round

- [ ] Monitoring company and owner told before supervisory air is touched
  Monitoring company placed on test for the low-air and trouble signals that draining or trim work can raise, the owner told which pre-action zones are involved, and the call logged.
  No photo required

- [ ] Impairment procedure applied to the pre-action zones for the round
  Each zone that loses supervisory air or its release path during the round listed by name in the owner's impairment procedure, with a fire watch in those zones where the procedure calls for one.
  No photo required

Pressures and priming

- [ ] Supervisory air and water-supply pressures read
  Supervisory air steady at its set pressure and supply water pressure normal at the gauges, neither gauge stuck or pinned, readings noted, and the valve's hold by latch or priming chamber per its type.
  2 photos required

- [ ] Priming and trim valves in their normal positions
  Priming line and trim valves set to their marked normal positions, no weeping at the trim, nothing left isolated after prior service.
  1 photo required

- [ ] Supervisory air supply cycling and regulator setting observed
  Compressor or nitrogen feed seen topping up supervisory air without running constantly, regulator or air maintenance device at its set point, frequent cycling flagged as a piping leak.
  1 photo required

- [ ] Priming water or priming chamber pressure checked per the valve design
  Priming water level at the priming test valve on a clapper-style valve, or priming chamber pressure on a diaphragm-style valve, at what the instruction plate states and not weeping.
  1 photo required

Release path and detection

- [ ] Releasing panel status and detection zones observed
  Releasing control panel showing normal, no trouble or disabled zones, batteries in supervision, the detection covering the protected space intact and reporting.
  2 photos required

- [ ] Solenoid and manual release station condition observed
  Release solenoid energized and its isolation valve open, manual pull or release station in place and unobstructed, no signs the release path has been left disabled.
  1 photo required

- [ ] Interlock type confirmed against the design and panel programming
  Non-interlock, single interlock or double interlock arrangement confirmed from the design documents and the releasing panel's programming, so readings and tests are judged against the right sequence.
  No photo required

- [ ] Detectors in the protected space walked for covers and obstructions
  Detectors in the protected space in place, uncovered, unpainted and clear of new storage or partitions, with any change reported to the fire alarm technician who services the detection.
  1 photo required

Enclosure and valve

- [ ] Valve position and supervision checked
  Main control valve open and supervised, tamper confirmed reporting to the panel, the reset and operating instruction plate legible at the valve.
  1 photo required

- [ ] Enclosure held above freezing where the space is cold
  Valve room or enclosure kept warm where the protected area runs cold, heat operating, so a supervisory-air pre-action set stays dry and doesn't ice at the trim.
  No photo required

- [ ] Drum drips on the pre-action piping drained where fitted
  Where drum drips are fitted, condensate let out in the valve sequence the drip calls for, water found noted by location, and supervisory air watched so it holds above its low-air setting.
  No photo required

Return to service

- [ ] Releasing panel normal once the round is done
  Releasing panel showing no low-air, trouble or supervisory condition standing, drains and trim valves back in their normal positions, and supervisory air at its usual reading.
  1 photo required

- [ ] Monitoring company and owner told the pre-action zones are restored
  Monitoring company confirms signals are reaching them normally and takes the account off test, the owner is told, and any impairment opened for the round is closed in the owner's log.
  No photo required