READY TO INSPECT — FIELD CHECKLIST

Wet sprinkler riser annual maintenance checklist

The annual sprinkler riser 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 25, NFPA 13. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The sprinkler service tech running the annual inspection, results recorded on the inspection report rather than a certification. When: Once a year, with water available for a full main-drain test and coordinated so the alarm test doesn't dispatch the monitoring station unannounced.

Notice and impairment

- [ ] Monitoring company and owner notified before the annual tests
  Monitoring company told alarm and supervisory signals are coming, the owner notified of the test window, and the call logged before work starts.
  No photo required

- [ ] Impairment procedure followed while valves are exercised
  Impairment logged under the owner's procedure before any control valve is closed, affected floors known, and a fire watch arranged where required.
  No photo required

Main drain test

- [ ] Full main-drain test performed with pressures recorded
  Static pressure read, main drain fully opened, residual pressure recorded and compared against prior years to catch a supply obstruction.
  2 photos required

- [ ] Gauges checked for accuracy
  Gauge readings cross-checked against a calibrated test gauge, any sticking or off-reading gauge flagged for replacement.
  1 photo required

Valves and trim

- [ ] Control valve fully operated through its travel
  Valve walked fully closed and back open, operates without binding, left open and re-secured with the tamper confirmed.
  2 photos required

- [ ] Riser trim, check valve and priming observed
  Alarm check valve trim and drains clear, no weeping at the clapper, retard chamber draining, no corrosion at the trim piping.
  No photo required

- [ ] Tamper switch trip point checked early in valve travel
  Supervisory signal given early in the closing travel, as the switch manufacturer sets it, and not only once the valve is fully shut.
  1 photo required

Alarm verification

- [ ] Alarm and supervisory signals tested and receipt confirmed
  Waterflow and valve-supervisory signals tested through to the panel and the monitoring station, receipt confirmed back before reset.
  2 photos required

- [ ] Waterflow signal delay checked against the device setting
  Time from test flow to panel signal matches the retard or flow switch delay setting, with no false trip from a pressure surge.
  No photo required

Spares and return to service

- [ ] Spare sprinkler cabinet stocked for each installed type
  Spares match each head type and temperature rating installed, a wrench for each type is present, and the posted list of installed heads is current.
  1 photo required
- [ ] All riser valves back in normal position after testing
  Main drain and test valves shut, every control valve walked open and sealed, and the panel normal with no alarm or supervisory standing.
  1 photo required
- [ ] Monitoring company and owner told the riser is back in service
  Monitoring company confirms the account is back on normal monitoring, the owner is told, and the impairment is closed in the owner's log.
  No photo required
- [ ] Inspection report left with the owner
  Report records the main drain readings, the valve, alarm and spares results, and each deficiency found, filed with the owner for their records.
  No photo required