READY TO INSPECT — FIELD CHECKLIST

Standpipe system annual maintenance checklist

The annual standpipe system 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 14, NFPA 25. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: A licensed contractor runs the periodic flow test, witnessed with the AHJ; the building team walk it, observe and record the results. When: On the system's periodic cycle, the pass that flows the standpipe to prove it delivers pressure and volume, which no quarterly visual round can confirm.

Notice and impairment

- [ ] Monitoring company, owner and occupants notified before the flow test
  Monitoring company told waterflow signals may come in, the owner notified, occupants on the test floors and stairs warned, and the calls logged before any valve opens.
  No photo required

- [ ] Impairment logged and fire watch set for the standpipe test
  Impairment logged under the owner's procedure before the contractor closes any control valve, the affected risers and floors known, fire watch set where required.
  No photo required

Flow test observed

- [ ] Discharge route set before the test outlet opens
  Hose from the test outlet led to a drain or outside grade that can take the flow, with nothing in the stair, the floors or neighboring property left to flood.
  1 photo required

- [ ] Flow test witnessed and readings recorded
  Fire protection contractor's flow test, run in the years the standard sets, with readings recorded against the design; the AHJ witnesses only where it requires.
  2 photos required

- [ ] Pressure-regulating devices verified during flow
  Where fitted, each device's output observed under flow and the recorded figure noted, any drift from the design flagged to the contractor.
  No photo required

- [ ] Flow results trended against the last test on file
  Recorded flow and residual pressure set against the prior test on file, any decline since then written up for the contractor and the owner.
  No photo required

- [ ] Hydrostatic test observed or on file for manual and dry risers
  Where the standpipe is manual or dry, the contractor's hydrostatic test observed or its report on file, pressure held for the test period with no leaks found.
  No photo required

Hose valves and outlets

- [ ] Hose valves on each floor operated and reseated
  Contractor opens and closes each hose valve with the discharge caught, the stem turning without binding, no leak-by at the seat and the cap refitted.
  1 photo required

- [ ] Outlet threads checked with a gauge or test coupling
  Each outlet thread tried with the contractor's thread gauge or a coupling of the local fire department's thread, cap gaskets present, damaged threads flagged.
  1 photo required

Valves, gauges and record

- [ ] Control valves exercised and gauges checked
  Contractor's operation of the control valves observed, gauge condition and calibration status noted, valves returned to open and re-supervised.
  1 photo required

- [ ] Test tag current and deficiencies logged
  Updated tag with the test date at the riser, any low-pressure or valve issue raised written into the record with the follow-up.
  1 photo required

Return to service

- [ ] Test outlets capped and the water cleaned up
  Every outlet used closed and capped, a dry riser drained back down, and stairs, floors and the discharge area checked for standing water or leaks.
  1 photo required

- [ ] Monitoring company and owner told the standpipe is back in service
  Panel back to normal, the monitoring company confirming normal monitoring, the owner told, and the impairment closed in the owner's log.
  No photo required

- [ ] Contractor's test report on file with the owner
  Written report with the flow, hydrostatic and valve results filed with the owner, and the AHJ's acceptance noted where it witnessed the test.
  No photo required