READY TO INSPECT — FIELD CHECKLIST

Standpipe system quarterly maintenance checklist

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

Who runs it: The building or facilities person walking the stair risers and floor cabinets each quarter, tagging each hose valve and the FDC. When: Every quarter, and after any tenant or fit-out work near a riser, since a capped-off or leaking hose valve and a closed control valve both hide until they're needed.

Hose valves at the risers

- [ ] Hose valve caps present and signage readable
  Cap or plug on each outlet, threads clean and undamaged, the valve identified and reachable in the stair or cabinet.
  2 photos required
- [ ] Valve body and pressure-regulating device sound, no leaks
  No weeping at the stem or bonnet, handwheel present, and where a pressure-regulating device is fitted its setting collar undisturbed.
  1 photo required
- [ ] Hose valve on every floor accounted for at each riser
  Each stair walked landing by landing, a hose valve wherever the drawings show one, none removed, boxed in or hidden behind fit-out work.
  No photo required
- [ ] Hose valve clear to turn and couple a hose
  Room around the handwheel to turn it fully, clear of walls, rails and cabinet sides, and space at the outlet to couple a hose and lead it off without a kink.
  1 photo required

Riser piping and standpipe type

- [ ] Riser piping, hangers and bracing inspected in each stair
  Exposed standpipe piping free of leaks, corrosion and impact damage, hangers and bracing in place, and nothing from other trades hung off the pipe.
  1 photo required
- [ ] Wet riser protected from freezing in unheated spaces
  Where a wet standpipe runs through an unheated stair, garage or shaft, the heat or designed freeze protection working and no frost or ice on the pipe.
  No photo required
- [ ] Dry standpipe air pressure at its logged normal
  On an automatic dry standpipe, the air gauge reads the site's logged normal and the dry valve trim shows set; the valve itself is covered on its own round.
  No photo required
- [ ] Manual dry standpipe drained and identified as dry
  No trapped water at the low-point drain of a manual dry riser that could freeze, and the riser signage identifies it as dry for the responding crew.
  No photo required

Fire department connection

- [ ] FDC caps in place and intake clear
  Caps or breakables on each FDC inlet, swivels turning, clapper not jammed, no debris in the intake, identification sign present.
  2 photos required
- [ ] FDC accessible and unobstructed from the street side
  Approach to the FDC clear, not blocked by landscaping, parking or stored material, so a crew can hook up fast.
  1 photo required

Cabinets and control valves

- [ ] Hose cabinet condition and contents in order
  Cabinet glass and latch intact, any hose and nozzle present and racked, nothing stored in the cabinet that blocks the valve.
  1 photo required

- [ ] Control valve open and supervision confirmed
  Riser control valve fully open, chained or supervised in position, tamper switch showing no supervisory signal at the panel.
  1 photo required

- [ ] Control valve identification signs legible
  Each standpipe control valve carries a sign naming the riser and the floors or zone it controls, readable and matching what the valve actually feeds.
  1 photo required

- [ ] Impairments and deficiencies reported to the owner
  Missing caps, leaks and blocked cabinets reported before leaving, and a control valve found closed reported at once as an impairment under the owner's procedure.
  No photo required