

Fire Extinguisher Checklist:



- ☐ Confirm the extinguisher is visible, unobstructed, and in its designated location.
- ☐ Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- ☐ Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is still full.
- ☐ Make sure the operating instructions on the nameplate are legible and facing outward.
- ☐ Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)
- ☐ Initial and date the back of the tag.

SPRINKLER INSPECTION SAMPLE 1

The Monthly Inspection

Inspect valves to verify that they are in the following condition:

- ☐ In their normal open or closed position
- ☐ Properly sealed, locked, or supervised
- ☐ Accessible
- ☐ Free from external leaks
- ☐ Free of physical damage
- ☐ Appropriately labeled
- ☐ (Alarm Valves) Retarding chamber or alarm drains are not leaking

Inspect all of the gauges to verify they are in the following condition:



For Wet Systems

Gauges shall be inspected monthly to ensure they are in good condition and that normal water supply pressure is being maintained.

For Dry Systems

The gauge on the supply side of the dry pipe valve shall indicate that the normal supply water pressure is being maintained.

The gauge on the quick-opening device, if provided, shall indicate the same pressure as the gauge on the system side of the dry pipe valve.

Gauges on systems with low air or nitrogen pressure alarms shall be inspected monthly.

SPRINKLER INSPECTION SAMPLE 1

CONTINUED...

The Quarterly Inspection

The quarterly inspection should include everything in the monthly inspection as well as the following:

- ☐ Inspect water flow alarm and supervisory alarm devices for physical damage.
- ☐ Inspect and test the water flow alarm by opening the test connection on a wet pipe system and the bypass connection on a dry pipe system.
- ☐ If the sprinkler system is hydraulic, inspect the hydraulic nameplate to ensure that it's attached and easily seen.
- ☐ Inspect fire department connections to make sure they are visible and undamaged, and ensure that gaskets and valves are not leaking or damaged.

Inspect pressure reducing valves and relief valves, if provided, to verify the following:

- ☐ In the open position
- ☐ Not leaking
- ☐ Maintaining downstream pressures in accordance with the design criteria
- ☐ In good condition, with hand-wheels installed and unbroken.

The Annual Inspection

The annual inspection should include everything in the Quarterly Inspection as well as the following:

Inspect all sprinkler heads, including the piping and fittings.

- ☐ Ensure that there are extra sprinkler heads on site, as well as the tools, to change out the sprinkler heads.

Interior of dry pipe valves

Conduct a main drain water flow test to determine whether there has been a change in the condition of the water supply piping. (This test is required to be conducted quarterly if the water is supplied through a backflow preventer and/or pressure-reducing valve.)

SPRINKLER INSPECTION SAMPLE 2

Quarterly Inspection Checklist:

Valves:

- ☐ Easily accessible
- ☐ In good condition, no physical damage
- ☐ Positioned in a normal open or closed state
- ☐ Sealed, locked, or supervised correctly
- ☐ No external or internal leaks
- ☐ No leaks from the retarding chamber or alarm drain
- ☐ Properly labeled



Wet System Gauges:

- ☐ In good condition, no physical damage
 - ☐ Normal water supply pressure is properly maintained
- *Should be inspected monthly as well



Dry System Gauges:

- ☐ In good condition, no physical damage
- ☐ Normal water supply pressure is properly maintained
- ☐ *Gauges on low air or nitrogen pressure alarms must be inspected monthly

Waterflow and Supervisory Alarm:

- ☐ In good condition, no physical damage
- ☐ Waterflow alarm is properly functioning

Fire Department Connections:

- ☐ Ensure connections are visible with no damage
- ☐ Ensure gaskets and valves aren't leaking or broken

Hydraulic Sprinkler System:

- ☐ Ensure hydraulic nameplate is attached and visible

Pressure-Reducing Valves & Relief Valves:

- ☐ In good condition, no physical damage
- ☐ No leaks
- ☐ Hand-wheels are installed and not broken
- ☐ In an open position
- ☐ Maintains downstream pressure in accordance with design



SPRINKLER INSPECTION SAMPLE 2

CONTINUED...

Annual Inspection Checklist:

Quarterly Checklist:

- ☐ Include everything from the quarterly inspection checklist

Sprinkler Heads:

- ☐ Check all sprinkler heads
- ☐ Check pipes and fittings on the floor level
- ☐ Ensure there are spare sprinkler heads
- ☐ Ensure there are tools onsite for sprinkler head replacement



Dry Pipe Valves:

- ☐ Inspect the interior while resetting the device, if applicable

Main Drain Waterflow:

- ☐ Test main drain waterflow
- ☐ Check for changes in the water supply piping condition

Reference links:

Fire Extinguisher checklist sample

- <https://blink.ucsd.edu/safety/fire/extinguisher/inspection.html#Check-these-details-during-a-mo>

Sprinkler system checklist sample

- <https://www.ryanfp.com/fire-sprinkler-inspection-checklist/>
- <https://www.frontierfireprotection.com/fire-sprinkler-inspection-checklist/>



For more information or guidance, do connect with us



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