

## Self-inspection report for fire protection equipment and systems

FACILITY	LOCATION	DATE
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**DRY PIPE VALVE SYSTEMS - INSPECT WEEKLY**

DPV #	AREA PROTECTED	AIR PRESS	WATER PRESS	VALVE ROOM HEATED	DPV #	AREA PROTECTED	AIR PRESS	WATER PRESS	VALVE ROOM HEATED

**SPRINKLER CONTROL VALVES - LIST ALL INSIDE & OUTSIDE VALVES - INSPECT MONTHLY IF LOCKED AND/OR MONITORED, WEEKLY IF NOT**

NO.	AREA CONTROLLED/ LOCATION	O P E N	S H U T	S E A L E D	NO.	AREA CONTROLLED/ LOCATION	O P E N	S H U T	S E A L E D	NO.	AREA CONTROLLED/ LOCATION	O P E N	S H U T	S E A L E D

If any valve is found shut or unsealed, reason should be investigated and noted on the back of this form. If possible, open valve, reseal, and perform a Main Drain test.

If valve is left shut, notify Travelers. Refer to our document "Fire Protection Impairments - Are You Prepared?"

**SPRINKLER WATERFLOW ALARM AND MAIN DRAIN TESTS - TEST QUARTERLY**

SYS #	AREA PROTECTED	DRAIN TEST - PRESSURE WITH DRAIN VALVE		LOCAL ALARM BELL OPERATED		ALARM RECEIVED AT MONITORING STATION (Flow from Inspector's Test)	
		OPEN	CLOSED	YES	NO	YES	NO

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<b>FIRE PUMP</b>  CHECK – WEEKLY for diesel drive CHECK – MONTHLY for electric drive	PUMP STARTED ON DROP IN PRESSURE?  <input type="checkbox"/> YES <input type="checkbox"/> NO	PUMP RUN FOR AT LEAST 10 MINUTES (ELECTRIC DRIVE) OR 30 MINUTES (DIESEL DRIVE)?  <input type="checkbox"/> YES <input type="checkbox"/> NO	SUCTION RESERVOIR/TANK FULL?  <input type="checkbox"/> YES <input type="checkbox"/> NO	SUCTION TANK HEAT OK?  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>SPRINKLER HEADS</b>  CHECK - ANNUALLY	HEADS MISSING, PAINTED, OR CORRODED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	PIPING MISSING OR BENT?  <input type="checkbox"/> YES <input type="checkbox"/> NO	HANGERS MISSING?  <input type="checkbox"/> YES <input type="checkbox"/> NO	STORAGE WITHIN 18" OF DEFLECTORS? (36" FOR ESFR)  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>HYDRANTS, HOSES &amp; STANDPIPES</b>  INSPECT - MONTHLY	CONDITION?  <input type="checkbox"/> GOOD <input type="checkbox"/> POOR	ACCESSIBLE?  <input type="checkbox"/> YES <input type="checkbox"/> NO	HOSES PROPERLY RACKED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	HOSES FILLED WITH WATER?  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>PORTABLE FIRE EXTINGUISHERS</b>  INSPECT - MONTHLY	CHARGED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	ANY MISSING?  <input type="checkbox"/> YES <input type="checkbox"/> NO	ACCESSIBLE?  <input type="checkbox"/> YES <input type="checkbox"/> NO	PROPERLY MARKED?  <input type="checkbox"/> YES <input type="checkbox"/> NO
INSPECTED BY	DATE	CHECKED BY	DATE	

FACILITY		LOCATION		DATE	
<b>SPECIAL EXTINGUISHING SYSTEMS</b>  CHECK - WEEKLY	IN SERVICE?  <input type="checkbox"/> YES <input type="checkbox"/> NO	PROPERLY MAINTAINED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	SEMI-ANNUAL TESTING & INSPECTION TAGS CURRENT?  <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>FIRE DOORS</b>  INSPECT - WEEKLY PHYSICALLY TEST ANNUALLY	GOOD CONDITION?  <input type="checkbox"/> YES <input type="checkbox"/> NO	BLOCKED OPEN OR OBSTRUCTED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	TRACKS DAMAGED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	SELF CLOSING DEVICES IN GOOD CONDITION?  <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>FLAMMABLE &amp; COMBUSTIBLE LIQUIDS</b>  CHECK - WEEKLY	ARE MATERIALS NEEDED WHERE FOUND?  <input type="checkbox"/> YES <input type="checkbox"/> NO	SAFELY STORED & HANDLED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	QUANTITIES LIMITED TO ONE DAYS SUPPLY?  <input type="checkbox"/> YES <input type="checkbox"/> NO	SAFETY CANS USED & IN GOOD CONDITION?  <input type="checkbox"/> YES <input type="checkbox"/> NO	
	ARE DISPENSING DRUMS EQUIPPED W/APPROVED VENTS & PROPERLY BONDED AND GROUNDED?  <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE DRUMS EQUIPPED W/APPROVED HAND OPERATED PUMPS OR SELF CLOSING VALVES?  <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>ELECTRICAL EQUIPMENT</b>  CHECK - WEEKLY	OUTLET BOX COVERS IN PLACE?  <input type="checkbox"/> YES <input type="checkbox"/> NO	MOTORS EXTERNALLY & INTERNALLY CLEAN?  <input type="checkbox"/> YES <input type="checkbox"/> NO	ANY OVERFUSING OF CIRCUITS?  <input type="checkbox"/> YES <input type="checkbox"/> NO	TEMPORARY WIRING, WORN OR DEFECTIVE CORDS?  <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SMOKING</b>  CHECK - WEEKLY	IS HOUSEKEEPING SATISFACTORY IN PERMITTED AREAS?  <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY EVIDENCE OF SMOKING IN RESTRICTED AREAS?  <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>HOUSEKEEPING</b>  CHECK - WEEKLY	COMBUSTIBLE WASTE REMOVED ON SCHEDULE?  <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE NONCOMBUSTIBLE CONTAINERS USED FOR WASTE ACCUMULATIONS?  <input type="checkbox"/> YES <input type="checkbox"/> NO		HOUSEKEEPING SATISFACTORY?  <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>STORAGE</b>  CHECK - WEEKLY	WELL ARRANGED?  <input type="checkbox"/> YES <input type="checkbox"/> NO	STORAGE IN AISLES?  <input type="checkbox"/> YES <input type="checkbox"/> NO	STOCK SKIDDED OFF THE FLOOR?  <input type="checkbox"/> YES <input type="checkbox"/> NO	FLOOR DRAINS CLEAR?  <input type="checkbox"/> YES <input type="checkbox"/> NO	

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<b>GENERAL COMMENTS AND RECOMMENDATIONS:</b> <i>List here all necessary repairs, replacements, unusual conditions, and any suggestions for additional fire protection or prevention, and improvement of any fire hazards. Also note any changes in process, equipment, or buildings.</i>			
<b>STATUS OF OUTSTANDING RECOMMENDATIONS AND DEFECTS:</b>			
<b>INSPECTED BY</b>	<b>DATE</b>	<b>CHECKED BY</b>	<b>DATE</b>

The above checklist gives general information related to safety tips and is not intended to address all risks to injury.

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### DRY-PIPE AUTOMATIC SPRINKLER SYSTEM INSPECTION AND TESTING INSTRUCTIONS

#### FREQUENCY: INSTRUCTIONS:

N/A	<b>SPRINKLER SYSTEM NO. AND AREA PROTECTED:</b> Identify the riser number or location. Valves should be numbered or named and each valve should have a sign indicating the portion of the building it protects.
WEEKLY	<b>WATER AND AIR PRESSURE:</b> Record the water and air pressure and verify that they are in the proper range of operation for the given sprinkler system. If the pressure is below normal the cause should be investigated and corrected.
MONTHLY	<b>RISER UNOBSTRUCTED?</b> Any material obstructions which block access or surround the automatic sprinkler riser should be permanently removed. Access to the system is vital for fire department personnel in the event of fire or other emergency conditions.
MONTHLY	<b>CONTROL VALVES IN OPEN POSITION?</b> Visually verify all control valves are in the wide open position. If the valves are not electronically supervised or locked in the open position, the inspection should be completed weekly. Valve stems should be oiled and greased and the valve fully closed and reopened at least once a year. Note: It is recommended that all control valves be electronically supervised or locked in the open position.
QUARTERLY	<b>CONTROL VALVE ALARM TESTED AND OPERATIONAL?</b> If the sprinkler system control valve is electronically supervised, the valve tamper switch should be tested quarterly. The switch should be tested by closing the valve until the alarm activates. Upon activation, reopen the valve to its fully open position and then back it down at least one-quarter turn from the wide open position and clear the alarm.
QUARTERLY	<b>WATERFLOW ALARM RECEIVED IN LESS THAN 90 SECONDS?</b> This test is to be conducted by flowing the inspector's test connection or an alarm by-pass for dry pipe systems. An alarm should be received, both locally and off-site, within 90 seconds after fully opening the valve.
QUARTERLY	<b>MAIN DRAIN: FULL FLOW PRESSURE (PSI) AND STATIC PRESSURE (PSI).</b> Record the pressure gauge reading while the drain is opened allowing full water flow. Then close the drain and record the static pressure reading. These gauge readings should be compared with results from previous tests. The purpose of these tests is to verify the fire protection water pressure has not decreased and to identify if there is an obstruction or closed valve in the supply piping. If the gauge readings vary significantly from readings that were taken during the previous tests, the condition should be investigated. The test should also be conducted any time there are changes to the supply piping for a sprinkler system or whenever a supply valve has been shut down.

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### WET-PIPE AUTOMATIC SPRINKLER SYSTEM INSPECTION AND TESTING INSTRUCTIONS

#### FREQUENCY: INSTRUCTIONS:

N/A	<b>SPRINKLER SYSTEM NO. AND AREA PROTECTED:</b> Identify the riser number or location. Valves should be numbered or named and each valve should have a sign indicating the portion of the building it protects.
WEEKLY	<b>WATER AND AIR PRESSURE:</b> Record the water and air pressure and verify that they are in the proper range of operation for the given sprinkler system. If the pressure is below normal the cause should be investigated and corrected.
MONTHLY	<b>RISER UNOBSTRUCTED?</b> Any material obstructions which block access or surround the automatic sprinkler riser should be permanently removed. Access to the system is vital for fire department personnel in the event of fire or other emergency conditions.
MONTHLY	<b>CONTROL VALVES IN OPEN POSITION?</b> Visually verify all control valves are in the wide open position. If the valves are not electronically supervised or locked in the open position, the inspection should be completed weekly. Valve stems should be oiled and greased and the valve fully closed and reopened at least once a year. Note: It is recommended that all control valves be electronically supervised or locked in the open position.
QUARTERLY	<b>CONTROL VALVE ALARM TESTED AND OPERATIONAL?</b> If the sprinkler system control valve is electronically supervised, the valve tamper switch should be tested quarterly. The switch should be tested by closing the valve until the alarm activates. Upon activation, reopen the valve to its fully open position and then back it down at least one-quarter turn from the wide open position and clear the alarm.
QUARTERLY	<b>WATERFLOW ALARM RECEIVED IN LESS THAN 90 SECONDS?</b> This test is to be conducted by flowing the inspectors test connection or an alarm by-pass for dry pipe systems. An alarm should be received, both locally and off-site, within 90 seconds after fully opening the valve.
QUARTERLY	<b>MAIN DRAIN: FULL FLOW PRESSURE (PSI) AND STATIC PRESSURE (PSI).</b> Record the pressure gauge reading while the drain is opened allowing full water flow. Then close the drain and record the static pressure reading. These gauge readings should be compared with results from previous tests. The purpose of these tests is to verify the city water pressure has not decreased and to identify if there is an obstruction or closed valve in the supply piping. If the gauge readings vary significantly from readings that were taken during the previous tests, the condition should be investigated. The test should also be conducted anytime there are changes to the supply piping for a sprinkler system or whenever a supply valve has been shut down.



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