SUGGESTED CHECKLIST FOR FIRE PROTECTION EQUIPMENT

OVERVIEW FORMS PACKET
(See PRC.1.12.0 in the OVERVIEW Manual)
Published as part of AXA XL Risk Consulting

FIRE PROTECTION EQUIPMENT INSPECTION REPORT

Facility: _____ Conducted By: _____

Location: _____ Date: _____

The Following Items Should Be Checked At Least Weekly.
Any "No" response should be explained.

WATER SUPPLY, SECTIONAL, AND SPRINKLER SYSTEM CONTROL VALVES

Valve ID	Open	Shut	Sealed	Valve ID	Open	Shut	Sealed	Valve ID	Open	Shut	Sealed	Valve ID	Open	Shut	Sealed

PUBLIC WATER

Public water supply in service? ☐ Yes ☐ No _____ Pressure: _____psi

Fire department connection accessible, caps in place, couplings free to rotate? ☐ Yes ☐ No _____

FIRE PUMPS

Pump ID	Type	Set For Auto.?		Operated Today?		Checklist Completed?		Comments
		Yes	No	Yes	No	Yes	No	

WATER SUPPLY TANKS

Tank ID	Tank Full?		Heater Working?		Water Temp.		Comments
	Yes	No	Yes	No			

AUTOMOTIVE FIRE APPARATUS

Each fully in service? ☐ Yes ☐ No _____

Checklist completed? ☐ Yes ☐ No _____

SPECIAL EXTINGUISHING SYSTEMS

System ID	Type	In Service?		Date Last Serviced	Date Last Tested	Comments
		Yes	No			

The Following Items Should Be Inspected At Least Monthly.
Any "No" response should be explained.

WET PIPE, DRY PIPE, DELUGE, AND PRE-ACTION SPRINKLER SYSTEMS

System ID	Alarm Tested?		Water Pressure			Heat Adequate?		Air/ Supv. Press.	Comments
	Yes	No	Static	Flow	Differential	Yes	No		

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FIRE EXTINGUISHERS, INSIDE HOSE CONNECTIONS, AND STANDPIPES

Each unit in service? ☐ Yes ☐ No _____

Checklist completed? ☐ Yes ☐ No _____

HYDRANTS, HOSE HOUSES, AND MONITOR NOZZLES

Monitor Nozzle/ Hydrant ID	Accessible?		Drained?		Equipment				Comments
					Adequate?		Cond. OK?		
	Yes	No	Yes	No	Yes	No	Yes	No	

FIRE DOORS

Fire doors and shutters in good condition? ☐ Yes ☐ No _____

Automatic closing devices operable? ☐ Yes ☐ No _____

SMOKE AND HEAT, AND EXPLOSION-RELIEF VENTS

Vents operable? ☐ Yes ☐ No _____

Areas around vents unobstructed? ☐ Yes ☐ No _____

PROTECTIVE SIGNALING SYSTEMS

All systems been tested satisfactorily? ☐ Yes ☐ No

OTHER PROTECTION DEFICIENCIES FOUND DURING THE COURSE OF EACH INSPECTION SHOULD BE REPORTED BELOW:

	Yes	No	If "Yes," note location.
Stock within 36 in. of sprinkler heads?	☐	☐	_____
Sprinkler heads or piping bent?	☐	☐	_____
Sprinkler heads painted?	☐	☐	_____
Sprinkler heads or piping corroded?	☐	☐	_____
Sprinkler heads loaded with debris?	☐	☐	_____
Items hanging from, or supported by sprinkler heads?	☐	☐	_____
Sprinkler heads obstructed by partitions?	☐	☐	_____
Signs of internal sprinkler piping obstruction?	☐	☐	_____
Fire doors blocked by materials?	☐	☐	_____

ADDITIONAL COMMENTS AND RECOMMENDATIONS

_____

_____

_____

_____

_____

_____

Report reviewed by: _____ (signed) Position: _____

Has prompt action been initiated? ☐ Yes ☐ No _____

FILE FOR REVIEW BY AXA XL RISK CONSULTING REPRESENTATIVE

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SUGGESTED CHECKLIST FOR FIRE PUMP INSTALLATIONS

Facility: _____ Conducted By: _____

Location: _____ Date: _____

Pump Identification: _____ Type of Driver: _____

Make of Pump: _____ Location of Pump: _____

Rated Flow: _____ Rated Pressure: _____ Rated Speed: _____

When checking each fire pump, the following should be determined. A "No" answer indicates a deficiency which should be corrected.

		YES	NO
1.	**For All Pump Installations**		
a.	Is fire pump suction valve(s) open and sealed?	☐	☐
b.	Is suction tank full and adequately heated?	☐	☐
c.	Is the pond, lake, reservoir, or other suction supply at a normal level?	☐	☐
d.	Is suction crib clean and free of debris, ice, or other obstruction?	☐	☐
e.	If a fire department connection is provided, is it accessible, and are the caps in place and the couplings free to rotate?	☐	☐
f.	Is fire pump discharge valve open and sealed?	☐	☐
g.	If a booster pump, are all valves on the by-pass open and sealed?	☐	☐
h.	Is jockey pump suction valve open and sealed?	☐	☐
i.	Is jockey pump discharge valve open and sealed?	☐	☐
j.	Is jockey pump controller switch “on”?	☐	☐
k.	Is jockey pump running normally, not excessively?	☐	☐
1.	Is controller in “automatic” position?	☐	☐
m.	Did pump start automatically upon drop in pressure?	☐	☐
n.	Was pump starting pressure proper?	☐	☐
o.	Is “shut-off pressure” normal?	☐	☐
p.	If pump takes suction under lift, did the priming system(s) function properly?	☐	☐
q.	Is circulation relief valve operating at shut-off pressure?	☐	☐
r.	Are pump bearings and seals running at the proper operating temperature?	☐	☐
s.	Did local and remote pump alarms and supervisory signals operate properly?	☐	☐
t.	Is valve to hose header shut, and is header drained?	☐	☐
u.	Is pump room clean and free of excess combustibles?	☐	☐
v.	Is there a Class BC fire extinguisher in this pump room?	☐	☐
w.	Is pump room adequately heated?	☐	☐
2.	**For Internal Combustion Engine-Driven Fire Pump**	☐	☐
a.	Is weekly program timer operating properly?	☐	☐
b.	Did the pump room combustion air damper open?	☐	☐

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		YES	NO
c.	Did the cooling water waste properly?	☐	☐
d.	Did the pump start on each set of batteries?	☐	☐
e.	Is lubricating oil level correct?	☐	☐
f.	Is engine coolant level correct?	☐	☐
g.	Is liquid at proper level in all batteries?	☐	☐
h.	Are battery hydrometer readings within acceptable limits?	☐	☐
i.	Is each battery pilot light on?	☐	☐
j.	Is battery charger functioning properly?	☐	☐
k.	Is fuel tank full?	☐	☐
l.	Is fuel line valve open and sealed?	☐	☐
m.	Did low oil pressure alarm test satisfactorily?	☐	☐
n.	Did high engine temperature alarm test satisfactorily?	☐	☐
o.	Did interruption of AC power to the controller cause engine to start or initiate a remote supervisory signal?	☐	☐
p.	Did the overspeed-shut-down-device-position switch work properly?	☐	☐
q.	Is interruption-of-battery-power alarm working properly?	☐	☐
r.	Is controller locked, and are keys accessible to authorized personnel?	☐	☐
s.	Was engine run for 30 minutes?	☐	☐
t.	Did engine achieve and maintain proper operating temperature?	☐	☐
3.	**For Electric Motor-Driven Fire Pump**	☐	☐
a.	Was pump run for 10 minutes?	☐	☐
b.	Did motor achieve and maintain proper operating temperature?	☐	☐
c.	Is the circuit breaker in the closed position?	☐	☐
d.	Is the “power available” light on?	☐	☐
4.	**For Steam-Driven Fire Pump**	☐	☐
a.	Is proper supply of lubricants on hand and is lubrication system operable?	☐	☐
b.	Is the steam chest or casing at operating temperature?	☐	☐
c.	Are steam traps operating, or was condensate manually drained?	☐	☐
d.	Is sufficient steam pressure maintained at all times?	☐	☐
e.	Was a “slip test” made?	☐	☐
f.	Was the pump run for 5 minutes?	☐	☐
g.	While operating at rated speed, was the vibration within acceptable limits?	☐	☐

Deficiencies or other comments: _____

_____

_____

_____

_____