



SELF-PERFORMED INSPECTIONS

# Fire Inspection Schedule

## Routine Fire Safety Checks You Should Consider Performing For Your Fire Suppression Systems

While comprehensive testing and maintenance require a certified professional, many NFPA-required inspections can be performed by you to ensure your systems remain in optimal condition. Consistently completing these proactive self-inspections significantly increases the likelihood of receiving a favorable inspection report when our technicians service your systems.

**Use the schedule below to identify when your fire safety systems should be visually inspected by a qualified member of your team.**

All of the inspection checklists are easy to conduct and NFPA compliant. Use the QR code below for more information.

### WEEKLY

Diesel Driven Fire Pump & Pump Room

Electric Driven Fire Pump & Pump Room

### MONTHLY

Electric Driven Fire Pump & Pump Room

Commercial Kitchen Inspection

Fire Sprinkler Control Valves

Dry Chemical Inspection

Fire Sprinkler Dry Pipe, Preaction & Deluge Systems

Clean Agent System

Fire Extinguishers

Exit & Emergency Lights

### QUARTERLY

Fire Sprinkler Wet Pipe & Standpipe

Fire Department Connection



If you observe anything unusual during your self-performed inspection, promptly reach out to a Summit Fire & Security expert. Locate a branch nearest you at [www.summitfiresecurity.com](http://www.summitfiresecurity.com)

For more information and additional checklists, scan the QR code.





# Diesel Driven Fire Pump & Pump Room

Per NFPA 25 v2023: 8.2.2 & 8.3.1.1

Answer each line item with **Y** = yes, **N** = no or **NA** = not applicable

12 columns = 3 MONTHS

Date:												
Ran fire pump in no-flow condition for 30 minutes												
Pump room is maintaining at least 40 degrees F												
Ventilating louvers are free to operate												
Excessive water is not collecting on the floor												
Pump suction, discharge and bypass valves are fully open												
Piping is free of leaks												
Suction line pressure gauge is reading within acceptable range (Record PSI)												
Discharge line pressure gauge is reading within acceptable range (Record PSI)												
Suction reservoir has the required water level												
Wet pit suction screens are unobstructed and in place												
Steady drip out of packing glands												
Fuel tank is at least two-thirds full												
Controller selector switch is in auto position												
Case/Circulation Relief Valve discharges water while pump is running												
Batteries voltage readings are within range												
Batteries charging have readings within range												
All alarm pilot lights are off												
Engine time meter is reading												
Oil level in right angle gear drive is within range												
Crankcase oil level is within acceptable range												
Cooling water level is within acceptable range												
Electrolyte level in batteries is within acceptable range												
Battery terminals are free from corrosion												
Water jacket heater is operating												
Power to pressure maintenance (jockey) pump is provided												



For more information and additional checklists, scan the QR code.

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[www.summitfiresecurity.com](http://www.summitfiresecurity.com)



Electric Driven Fire Pump & Pump Room

Per NFPA 25 v2023: 8.2.2 & 8.3.1.1

Answer each line item with **Y** = yes, **N** = no or **NA** = not applicable

12 columns = 3 MONTHS

Date:												
Ran fire pump in no-flow condition for 10 minutes Vertical Turbine (Weekly) Standard Fire Pump (Monthly)												
Pump room is maintaining at least 40 degrees F												
Ventilating louvers are free to operate												
Excessive water is not collecting on the floor												
Pump suction, discharge and bypass valves are fully open												
Piping is free of leaks												
Suction line pressure gauge is within acceptable range (Record PSI)												
Discharge line pressure gauge is within acceptable range (Record PSI)												
Suction reservoir has the required water level												
Wet pit suction screens are unobstructed and in place												
Case/Circulation Relief Valve discharges water while pump runs												
Steady drip out of packing glands												
Controller pilot light is illuminated												
Transfer switch normal pilot light is illuminated												
Isolating switch is closed												
Reverse phase alarm pilot light or normal phase rotation light is on												
Oil level in vertical motor sight glass is within acceptable range												
Power to pressure maintenance (jockey) pump is provided												



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Answer each line item with **Y** = yes, **N** = no or **NA** = not applicable

Location of Control Valve:

12 columns = 1 YEAR

Date:												
In normal open or closed position												
Sealed locked or supervised												
Valve is accessible												
PIV has correct wrenches												
Free from external leaks												
Signage provided												
Gauges not damaged												

Location of Control Valve:

Date:												
In normal open or closed position												
Sealed locked or supervised												
Valve is accessible												
PIV has correct wrenches												
Free from external leaks												
Signage provided												
Gauges not damaged												



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Fire Sprinkler Dry Pipe, Preaction & Deluge

Per NFPA 25: v2023

Answer each line item with **Y = yes**, **N = no** or **NA = not applicable** or **PSI value** for gauge readings

Location of System Valve:12 columns = 1 YEAR

Date:												
Valve is free from physical damage												
All trim valves are in the appropriate open or closed position												
The valve seat is not leaking												
The valve connected to the pressure-type alarm or water motor gong is open												
The valve to the quick-opening device (accelerator) is in the open position												
Electrical components are in service												
Gauges are free of damage												
Water Supply Gauge PSI												
Air Supply Gauge PSI												
Accelerator Gauge PSI												
Air compressor or nitrogen generator are free of physical damage												
Wiring to compressor is free of physical damage												
Piping from air compressor or nitrogen generator is free of physical damage												
Air compressor or nitrogen generator is securely tight and is free of physical damage												
Air compressor requiring oil has acceptable amount of oil												



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# Wet or Dry Chemical System

Per NFPA 17A v2021: 8.2.2 Wet Chemical | Per NFPA 17 v2021: 11.2.1.1 Dry Chemical

Answer each line item with **Y** = yes, **N** = no or **NA** = not applicable

Location of System:

12 columns = 1 YEAR

Date:												
The extinguishing system is in its proper location												
The manual actuators are unobstructed												
The tamper indicators and seals are intact												
The maintenance tag or certificate is in place												
No obvious physical damage or condition exists that might prevent operation												
The pressure gauge(s) have been inspected physically to ensure it is in the operable range												
The nozzle blow off caps are intact and undamaged												
The hazard has not changed, including replacement modifications and relocation of protected equipment												



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Answer each line item with **Y** = yes, **N** = no or **NA** = not applicable

Location of System:

12 columns = 1 YEAR

Date:												
Releasing panel is powered and free of supervisory, trouble or alarm conditions												
Manual controls are unobstructed												
System shows no physical damage or condition that could prevent operation												
All pressure gauges are in the operable range												
Protected equipment and/or hazard has not been changed or modified												
Any previously noted deficiencies have been corrected												

Keep this record located by the system for **one year** after the final month of inspection.  
Contact Summit Fire & Security if any issues are observed.



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12 columns = 1 YEAR

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Fire Sprinkler Wet Pipe & Standpipe

Per NFPA 25 v2023

Answer each line item with Y = yes, N = no or NA = not applicable

12 columns = 3 YEARS

Date:												
Alarm check valves and trim are free of physical damage												
Supply gauge reading												
System gauge reading												
All trim valves are in the appropriate open or closed positions												
The retarding chambers or alarm drains are not leaking												
Mechanical, vane-type, or pressure-type waterflow alarm devices are free of damage												
Hose valve caps are in place and not damaged												
Hose valve threads are not damaged												
Hose valves handles are present and not damaged												
Hose valve gaskets are not damaged or showing deterioration												
No leaks are present on hose valves												
Hose valves are not obstructed or incapable of normal operation												



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Fire Department Connection

Per NFPA 25 v2023: 13.8.1

Answer each line item with Y = yes, N = no or NA = not applicable

Location of Fire Department Connection:

12 columns = 3 YEARS

Date:												
Visible and accessible												
Couplings or swivels are not damaged and rotate smoothly												
Plugs or caps are in place and undamaged												
If caps or plugs are missing, interior is clear of obstructions												
Gaskets are in place												
Identification signs are in place												
Check valve is not leaking												
Automatic drain valve is in place and operating properly												
Visible piping to fire department connection is undamaged												



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