

# CHECKLIST

## SPRINKLER SYSTEM MAINTENANCE

Presented by CMB Insurance Brokers

Date:

Review conducted by:

To help ensure a fire sprinkler system operates properly, routine fire sprinkler maintenance and testing should be conducted regularly.

GENERAL INSPECTION	YES	NO	N/A
Check control valves weekly to verify that they are in the open position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect all sprinkler heads regularly to verify that they are free of dust, paint, residue, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check to ensure storage items are at least 46 centimetres below sprinkler heads to allow adequate discharge. Some newer sprinklers require 91 centimetres of clearance. To verify your sprinkler requirements, check the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect all piping to ensure that nothing is hung from it and it is well supported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect fire department connections to verify the connections are both accessible and visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify caps or plugs are in place and undamaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify adequate heat is maintained to prevent freezing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MAINTENANCE	YES	NO	N/A
Keep replacement sprinkler heads and a replacement wrench on hand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform operational testing on a regular basis. This includes testing water flow devices, sprinkler valve tampers and the main drain for each sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain testing records for file review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A full sprinkler system inspection should be performed quarterly by a knowledgeable professional. Some provinces and cities may require more frequent inspections. Most sprinkler contractors offer economical, long-term service agreements. These contractors can provide you with test certificates, which will comply with your insurance company and local fire department inspection requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at CMB Insurance Brokers or legal counsel to address possible compliance requirements. © 2017 Zywave, Inc. All rights reserved.*

