Fire pump observation log

For trained building staff recording conditions in the pump room. Starting, stopping or testing the pump is not an owner task. Reference standard: NFPA 25, Chapter 8 (fire pumps); NFPA 20 (installation). Building: _____ Date: _____ Observer: _____

Observe and record only. Do not operate valves, pull stations, test switches, pumps, releasing devices or control-panel buttons. If something looks wrong, write it down and call your fire protection contractor or fire code official. In an emergency, call 911.

Owner observations

Owner observation	OK	Issue	Notes
Pump room is heated (keep above 40°F), lit, ventilated and free of storage.	☐	☐	
Controller shows power available and no alarm or trouble indication. Record anything displayed.	☐	☐	
Suction, discharge and bypass valves appear open with seals, locks or supervision intact.	☐	☐	
No visible leaks at the pump, piping or packing beyond normal drip; no water on the floor.	☐	☐	
Diesel pumps: fuel tank level is at least two-thirds full; battery and charger indicators normal.	☐	☐	
Jockey (pressure maintenance) pump is not short-cycling — note frequent starts for the contractor.	☐	☐	

Pressure observation log

Date / time	Suction psi	System psi	Room temp	Controller status	Initials

Qualified personnel only

- Weekly or monthly no-flow (churn) runs — diesel pumps weekly for at least 30 minutes; electric pumps weekly or monthly as NFPA 25 allows. Many pumps run these automatically on a timer.
- Annual flow test at no flow, 100% and 150% of rated capacity.
- Any adjustment, repair or controller setting change.

Frequencies are plain-English summaries of the referenced NFPA standards as commonly adopted; editions and local amendments vary. Keep your contractor's official inspection, testing and maintenance reports — this sheet does not replace them.