Sprinkler inspection preparation

Use before your contractor's quarterly or annual NFPA 25 visit.
Reference standard: NFPA 25. 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.

Before the visit

Owner observation	OK	Issue	Notes
Last inspection report and open deficiency list are available.	☐	☐	
Keys and access arranged for riser rooms, fire pump room, attic and ceiling access points.	☐	☐	
The contractor will notify the monitoring company before alarm tests — do not place the system on test yourself.	☐	☐	
Occupants told that alarm bells or horns may sound during waterflow tests.	☐	☐	
Drain discharge locations (outside or to drains) are clear of vehicles, people and stock.	☐	☐	
Hydraulic design placard on the riser is present and legible.	☐	☐	
Changes since last visit listed: higher storage, new racks, tenant build-outs, new walls or ceilings.	☐	☐	

Questions to ask your contractor

- Which tests are due this visit (quarterly, annual, 3-year, 5-year)?
- Are any deficiencies critical or impairing? What is the correction timeline?
- Do any storage or occupancy changes require a design review?

Qualified personnel only

- All valve operation, flow tests, alarm tests and trip tests.
- Internal inspections, gauge replacement or calibration, and sprinkler replacement.

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.