



Commercial Fire Sprinkler Inspection Preparation Checklist

Use this worksheet to organize property information before requesting availability from a qualified provider.

Property profile

Property name: _____

Full address: _____

Municipality: _____

County: _____

Property use: _____

Approx. square feet: _____

Number of buildings: _____

Number of risers/zones: _____

Onsite contact: _____

Requested deadline: _____

Known system information

- ☐ Wet-pipe sprinkler system
- ☐ Dry-pipe sprinkler system
- ☐ Pre-action or deluge system
- ☐ Fire pump
- ☐ Standpipe
- ☐ Backflow assembly
- ☐ System type unknown

Reason for request

- ☐ Routine annual inspection
- ☐ Periodic testing
- ☐ Five-year internal activity review
- ☐ Prior report lists deficiencies
- ☐ Insurance or authority request
- ☐ Property sale/management transition
- ☐ Renovation, storage, or occupancy change

Records to gather

- ☐ Most recent inspection report
- ☐ Earlier inspection/testing history
- ☐ Repair and alteration records
- ☐ Acceptance or commissioning documents
- ☐ Fire pump and standpipe records
- ☐ System drawings/maps when available
- ☐ Monitoring contact and procedures
- ☐ Known leak, freeze, or impairment history

Safety: Do not close valves, silence alarms, drain systems, or attempt repairs unless authorized and qualified. For active fire, uncontrolled water release, alarm activation, suspected impairment, or immediate danger, follow the property emergency plan and contact emergency services and responsible personnel.



Inspection-Day Planning

Commercial fire sprinkler request worksheet

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Access planning

- ☐ Riser and valve rooms located
- ☐ Pump room accessible
- ☐ Fire department connections identified
- ☐ Keys, badges, gates, and escorts arranged
- ☐ Tenant or unit notice completed
- ☐ Roof, stair, or secured-area access planned
- ☐ Storage does not block safe access

Operations and notifications

- ☐ Alarm-monitoring contact confirmed
- ☐ Building personnel notified
- ☐ Production/dock schedule reviewed
- ☐ Water-discharge location discussed
- ☐ After-hours requirements identified
- ☐ Parking/loading instructions supplied
- ☐ Restricted or sensitive areas identified

Questions for the proposed provider

- ☐ What legal firm and responsible personnel will perform or supervise the work?
- ☐ Which qualifications apply to the proposed work, and how can they be verified?
- ☐ Which buildings, systems, components, tests, and reports are included?
- ☐ Are pumps, standpipes, backflow, alarm coordination, or other systems separate?
- ☐ What access, notification, monitoring, staffing, or water-discharge planning is required?
- ☐ How will findings, deficiencies, repair proposals, retests, and closure records be handled?
- ☐ What assumptions, exclusions, travel, after-hours charges, and payment terms apply?

Findings and follow-up tracker

Item / report reference	Responsible party	Action or referral	Status / date

Final document check

- ☐ Original report retained intact
- ☐ Written corrective scope retained
- ☐ Repair/work records retained
- ☐ Retest/closure records retained
- ☐ Property profile updated
- ☐ Next review date recorded

Scope reminder: Sprinklers, alarms, extinguishers, kitchen hood suppression, backflow, pumps, standpipes, electrical work, plumbing work, and engineering may require different scopes or providers. Never assume one appointment covers every life-safety system.