

RelMark Program Managers
Sprinkler System Shutdown/Start-Up Checklist

Company Name:	Date:
Employee Name/Title:	
Contract #:	Property Name:

(Foreman: check all applicable boxes prior to closing any sprinkler valve.)

Yes No N/A **SHUTDOWN: PRIOR TO VALVE CLOSING**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knowledgeable building personnel have been consulted to ensure the correct valve that operates the sprinkler system is being worked on.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The mains have been walked back to the valve to double-checked that the correct valve is being closed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The alarm monitoring company, fire department, and/or insurance company has been notified of the system impairment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper precautions have been taken to protect walls, floors, and equipment from water damage.

Yes No N/A **SHUTDOWN: AFTER VALVE CLOSING**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The main drain has been opened and allowed the system to thoroughly drain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All auxiliary or low point drains have been opened.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building personnel have been consulted to identify the locations of additional drain points.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper precautions have been taken to protect walls, floors, and equipment from water damage.

Yes No N/A **START-UP: PRIOR TO VALVE OPENING**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System has been walked to ensure proper installation of all required piping, fittings, hangers, sprinklers and other devices. Extra check to make sure all drops installed and no open pipes or missing caps .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any open drain valves have been re-closed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A blowback test has been performed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An air test has been performed (steel piping only).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personnel are in place to inspect for leaks.

Yes No N/A **START-UP: AFTER VALVE OPENING**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The area of work has been walked to inspect for any leaks. If leaks are found, the above procedures must be repeated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System is free of leaks with all valves open and test blanks removed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper building personnel have been notified that the sprinkler system is in or is back in service.

Comments:

Signature of Foreman:

Date:

PLEASE READ CAREFULLY The information contained in this publication is not intended as a substitute for advice from a safety expert or legal counsel you may retain for your own purposes. It is not intended to supplant any legal duty you may have to provide a safe premises, workplace, product or operation.