

## 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	<b>SHUTDOWN: PRIOR TO VALVE CLOSING</b>
<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-check that the correct valve is being closed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The alarm monitoring company, fire department, and/or building owner 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	<b>SHUTDOWN: AFTER VALVE CLOSING</b>
<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	<b>START-UP: PRIOR TO VALVE OPENING</b>
<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. Re-check job to make sure all heads are installed with 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	<b>START-UP: AFTER VALVE OPENING</b>
<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"/>	Hydrostatic test conducted if required by NFPA 13.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper building personnel, alarm monitoring company, and/or fire department 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.