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Electric Fire Pump Inspection Checklist

Reliable operation of electric fire pumps plays a critical role in maintaining adequate water pressure for fire protection systems. Given that system performance is highly dependent on proper pump operation, pressure settings, and ongoing inspection, testing, and maintenance, this tool provides a structured approach to verify key components and conditions.

This checklist is designed to complement applicable National Fire Protection Association (NFPA) guidance and help identify common issues, such as improper pressure settings, equipment deficiencies, or impaired controls, that could compromise system effectiveness. Regular use of the checklist can assist in maintaining system readiness, minimizing the risk of mechanical failure, and supporting overall property protection and business continuity.

Pump Location:	**Pump Rating:** _________ gpm @ ________psi @ ________ rpm ________ m^3/h @ ________ bar @ ________ rpm	
Pump Number/ Designation:	**Date:**	**Completed By:**

Item #	Check Point	Yes	No	N/A	Remarks & Corrective Action (If No)
1.	Is the fire pump controller set to “Automatic”?	☐	☐	☐	
2.	Is jockey pump controller on “Automatic”?	☐	☐	☐	
3.	Are all jockey pump and fire pump control valves open?	☐	☐	☐	
4.	Is the jockey pump running frequency normal?	☐	☐	☐	
5.	Is the fire pump room adequately heated to a minimum of 40° F (where required)?	☐	☐	☐	
6.	Did the fire pump start automatically due to a drop in system pressure? Record the following: Pump start pressure: _______ psi/bar Pump discharge pressure: _______ psi/bar Pump suction pressure: _______ psi/bar	☐	☐	☐	
7.	Are pump bearings operating at normal temperature?	☐	☐	☐	
8.	Are pump packing glands leaking sufficient water?	☐	☐	☐	
9.	Is the pump free from unusual noise and vibration?	☐	☐	☐	
10.	Is the pump circulating relief valve operating properly?	☐	☐	☐	

11.	Is the pump test header drained to prevent freezing (where applicable)?	☐	☐	☐	
12.	Is a charged fire extinguisher provided in the pump room?	☐	☐	☐	
13.	Is pump room clean and free of combustible materials?	☐	☐	☐	
14.	Is pump controller's "Power Available" light on?	☐	☐	☐	
15.	Did all remote pump alarms function properly? (i.e. Running, Power loss, etc.)	☐	☐	☐	
16.	Was water tank overflowed to verify it's full, or is reservoir at normal level?	☐	☐	☐	
17.	Was pump run for at least 10 minutes?	☐	☐	☐	
18.	Were both the jockey pump and fire pump controllers left on "Automatic"?	☐	☐	☐	

Explain all "No" responses and corrective actions taken: (Example: Item 8 – Pump packing leaking excessively; repaired on 5/1)

For more information, visit www.archinsurance.com/aire or contact us at aire@archinsurance.com.

Checklists authored by Arch Insurance Risk Engineers are practical tools designed to help clients evaluate their own hazards and existing controls. Rooted in comprehensive risk assessment, hazard identification, and industry standards, these checklists guide organizations through a structured self-review of key exposures that can lead to property damage, injuries, or business interruption. By promoting awareness and informed action, AIRE Checklists support proactive risk management and continuous improvement. Checklists are for informational purposes only.

Reviewed By:	**Date:** MM/DD/YYYY