Arch | Insurance

Fire Systems Self-Inspection

Water-based fire protection systems, including automatic sprinklers, fire pumps, hydrants, and water storage tanks, are among the most effective defenses against fire-related property damage and business interruption. However, system reliability depends not only on design, but on consistent and thorough inspection, testing, and maintenance (ITM). Many system failures are not caused by equipment deficiencies, but by preventable issues such as closed valves, insufficient testing, undetected damage, or inconsistent maintenance practices.

This checklist is designed to support improved ITM practices by highlighting key requirements from applicable National Fire Protection Association (NFPA) guidance for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.

Completed By:	**Date:**

A. Sprinkler Control Valves

No.	Location	Easily Accessible? Y/N	Good Condition? Y/N	Locked and/or Monitored Open? Y/N
1		Y/N	Y/N	Y/N
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

B. Dry-Pipe/Preaction Valve Sprinkler System

No.	Location	Valve Heated?	System Set?	Air Pressure
1		Y/N	Y/N	
2				
3				
4				
5				

C. Sprinkler Systems

	Yes	No*
1. Do all sprinkler risers have clear access?	☐	☐
2. At least 18" vertical clearance provided between sprinklers and storage?	☐	☐

D. Fire Department Connection

	Yes	No*
1. Are caps in place?	☐	☐
2. Are couplings free to rotate?	☐	☐
3. Is FDC in good physical condition?	☐	☐
4. Will fire department have easy access to FDC?	☐	☐

E. Fire Hydrants

	Yes	No*
1. Will fire department have easy access to all hydrants?	☐	☐
2. Do all hydrants appear to be in good operating condition?	☐	☐
3. Caps on all hydrants?	☐	☐

F. Fire Doors (between warehouse and production)

	Yes	No*
1. Are all doors free of obstructions?	☐	☐
2. Are the door tracks/rails in good condition?	☐	☐
3. Are fusible links in good condition (not covered with paint, tape, etc.)?	☐	☐
4. Do all doors appear to be in good operating condition?	☐	☐

G. Fire Extinguishers

	Yes	No*
1. Are all units charged?	☐	☐
2. Are all units accessible and in good condition?	☐	☐
3. Are all units serviced by contractors within the past year?	☐	☐
4. Are all extinguisher tags initialed and dated upon satisfactory inspection?	☐	☐

H. Fire Extinguishing Systems (FM-200, Carbon Dioxide, Halon, etc.)

	Yes	No*
1 Are all systems units in automatic operation with no indications of trouble?	☐	☐
2. Are all extinguisher units charged?	☐	☐
3. Are all systems serviced/tested by contractors within the past 6 months?	☐	☐
4. Is the room's integrity maintained?	☐	☐

I. Flammable Liquids

	Yes	No*
1. Are flammable liquids stored in cutoff room or approved cabinets?	☐	☐
2. Are quantities in production areas limited to one day's supply?	☐	☐
3. Adequate ventilation provided in dispensing areas?	☐	☐
4. Proper grounding and bonding used at dispensing locations?	☐	☐
5. Are safety cans used to transport liquids inside the plant?	☐	☐
6. Are waste rags disposed of in approved containers?	☐	☐
7. Are waste containers emptied nightly?	☐	☐

J. Housekeeping

	Yes	No*
1. At least 3 ft. clearance provided between heating equipment and combustible materials?	☐	☐
2. At least 3 ft. clearance provided between electrical equipment and combustible materials?	☐	☐
3. Are smoking rules being followed inside the plant?	☐	☐
4. Do all plant areas have good overall housekeeping?	☐	☐

K. Building Condition

	Yes	No*
1. Are roof coverings, flashing, and drains in good condition?	☐	☐
2. Adequate building heat provided where needed?	☐	☐
3. Is building in good structural condition?	☐	☐

***Explain all "No" responses and actions taken:** (Ex: C.2 Rack storage too close to sprinklers in warehouse – corrected 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: