

# Quarterly Fire Safety Equipment Checklist

Use this form to record the inspection of the building's fire protection equipment. Building alarm and suppression systems should be inspected by a certified third party on an annual basis. Fire hydrants should be flow-tested on at least an annual basis. **Remember to call the monitoring station and have the system placed in "TEST" mode prior to conducting any check.** Report all sprinkler system impairments to GAIG Loss Control.

Remember to call the monitoring station and have the system placed in "TEST" mode prior to conducting any check.

Facility Name \_\_\_\_\_ Date \_\_\_\_\_  
 Conducted By \_\_\_\_\_

**Building Exterior**

Yes No

Are there any Post Indicator Valves on the property?

(If no, move on to next section)

If yes, how many? \_\_\_\_\_

PIV #	Can you see Open or Shut in the viewing window?		Is the wrench secured with a padlock?		Is there an electronic tamper switch installed?		Are you able to close and reopen the valve?	
	Yes	No	Yes	No	Yes	No	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*The viewing windows should be legible, the wrenches should be secured with a padlock, and the alarm company should receive an alarm when the valve is closed if it is equipped with an electronic tamper switch.



**Fire Hydrants**

Are fire hydrants on the property? (If no, move on to the General Observations section)

If yes, please indicate how many \_\_\_\_\_

Hydrant #	Is the hydrant adequately painted?		Are hydrant openings clear from obstruction?		Does the hydrant flow water?		Are hydrant caps secure?	
	Yes	No	Yes	No	Yes	No	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are all hydrants protected from being struck by moving objects?

**Fire Department Connection**

	Yes	No
Is there a fire department hook-up?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are the openings free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
Are there covers over the openings?	<input type="checkbox"/>	<input type="checkbox"/>

**General Observations**

	Yes	No
Does the front entrance have a fire department rapid access system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property address clearly displayed for first responders?	<input type="checkbox"/>	<input type="checkbox"/>
Are there large concentrations of combustible materials within 50 ft of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are the grounds properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors blocked/locked or otherwise prohibited from opening?	<input type="checkbox"/>	<input type="checkbox"/>
Is smoking controlled?	<input type="checkbox"/>	<input type="checkbox"/>

Notes



**Building Interior**

Please complete a row of the following table for each sprinkler riser in the building(s). If not applicable, move on to next section.

Riser #	Gauge pressure reading with Main Drain closed.	Does Main Drain open and flow water?		Gauge pressure reading with Main Drain open and flowing water.	Does the riser have an electronic flow switch?	
		Yes	No		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

\*The alarm monitor should receive an alarm when the main drain is opened.

Are there any inspector’s test valves for the sprinkler system?

How many? \_\_\_\_\_

When the inspector’s test valves are opened, does water flow thorough the sprinkler system piping?

Does an alarm sound within at least 90 seconds of the inspector’s test valve being opened?

Is the alarm system inspected annually by a qualified contractor?

Is smoking prohibited in the building?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Fire & Smoke Compartment Doors**

Is the building equipped with Fire Rated Doors? (If no, skip this section)

Are they in good repair?

Do they automatically close during alarm conditions?

Are all components in good repair? (Examples: Cables, Closing Arms, Pullies, Magnet Faces, Cylinders)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Fire Safety Equipment**

Are all fire extinguishers fully charged?

Are all fire extinguishers checked monthly?

Are all fire extinguishers accessible and adequately located according to code?

Are all fire extinguishers inspected annually?

Are all fire extinguishers appropriate for the hazards present?

Are all sprinkler heads free from obstructions for at least 18 in?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



**Egress Routes**

	Yes	No
Are all exit doors unlocked from the inside when the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>
Are all egress routes clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least two exits for every floor of the building?	<input type="checkbox"/>	<input type="checkbox"/>

**Storage**

	Yes	No
Are storage rooms, trash rooms and utility rooms separated from other areas by one-hour fire barriers or sprinkler protection?	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders stored in a separate area, away from ignition sources, and secured from tipping over?	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least 3 ft of clearance around all heating units and electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is the inside storage of flammable or combustible liquids limited so that not more than 120 gal (454 L) of such liquids are stored in any one cabinet, and not more than three cabinets located in the same storage area?	<input type="checkbox"/>	<input type="checkbox"/>
Is the indoor storage of idle wood pallets limited to floor storage not exceeding 6 ft (1.8 m) in height, and in stacks (of four pallet groups) separated by at least 8 ft (1.4 m), unless the area is protected by an appropriately designed automatic sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>

**Action Items**

Unsatisfactory Condition Identified	Control Measure	Assigned To	Date Due	Complete	
				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

**Please ensure that the alarm monitoring company is called and instructed to take the system out of “TEST” mode. Verify that the alarm company received tamper and flow alarms from the system. Any deficiencies noted in this test shall be corrected ASAP.**

The information presented in this publication is intended to provide guidance and is not intended as a legal interpretation of any federal, state or local laws, rules or regulations applicable to your business. The loss prevention information provided is intended only to assist policyholders in the management of potential loss producing conditions involving their premises and/or operations based on generally accepted safe practices. In providing such information, Great American does not warrant that all potential hazards or conditions have been evaluated or can be controlled. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Great American Insurance Company and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them.

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