



TOWN OF ISLIP

OFFICE OF THE FIRE MARSHAL
BUREAU OF FIRE PREVENTION

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Chief Fire Marshal

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To whom it may concern:

Enclosed please find the NFPA 25 forms needed for **FIRE sprinkler** inspections as per NYS Fire Code Sec. 901.6.2 **Records**. Please be advised that these forms are to be maintained on premises for at least **three years** and be made available to the code enforcement official upon request.

If you have any further questions regarding this matter feel free to contact me.

Sincerely,

Michael Catalano
Chief Fire Marshal

The records shall be maintained on premises for review by the Fire Marshal.

The FPS Notification worksheet attached shall be utilized when the system is taken out of service.

Failure to comply with the above form and instructions will result in legal action.

FIRE SPRINKLER MAINTAENANCE WORKSHEET



FORM 2-A



Automatic Sprinkler Systems General Information

Date: _____ **Inspector:** _____ **System:** _____
Location: _____

General

System designation _____
Building _____
Location of sprinkler valve _____
Type of sprinkler system Wet Dry Deluge Preaction
Make and model of sprinkler valve _____
Is building fully sprinklered? Yes No
Is entire sprinkler system in service? Yes No
Has sprinkler system been modified since last inspection? Yes No

Valves

How are valves supervised? Seated Locked Tamper switch
Are valves identified with signs? Yes No

Water Supply (See Chapter 9 of this manual.)

When was last water supply test made? _____
Are reservoirs, tanks, or pressure tanks in good condition? Yes No

Pumps (See Chapter 8 of this manual.)

Is fire pump Diesel Electric Gasoline None?
When was pump last inspected? _____
Is pump in good condition? Yes No

Fire Department Connections

Location _____
Are identification signs provided? Yes No

Wet Systems

Is building adequately heated? Yes No
Is system hydraulically calculated? Yes No
If yes, is hydraulic information sign provided at valve? Yes No

Dry Systems

Is dry pipe valve in heated room? Yes No
Does heated room have low-temperature alarm? Yes No

Deluge System (See Chapter 1 of this manual for discussion of detection systems.)

Preaction System (See Chapter 1 of this manual for discussion of detection systems.)

Notes _____



FORM 2-D

Automatic Sprinkler Systems Quarterly Inspection and Tests

Year: _____ **System:** _____
Location: _____

Y = Satisfactory N = Unsatisfactory (explain below)

Date				
Inspector				
Main Drain Test Record the static water supply pressure in psi (bar) as indicated on the lower pressure gauge. Open the main drain and allow water flow to stabilize. Record the residual water supply pressure while water is flowing from the 2-in. (51-mm) main drain as indicated on the lower pressure gauge in psi (bar). Close the main drain (slowly).				
Fire Department Connections Verify connection is visible and accessible, not damaged, caps or plugs are in place, identification sign is in place, and automatic drain is working properly.				
Wet Pipe System Flow Alarm Test water-flow alarms by opening the inspector's test valve. (Notify alarm company to avoid false alarms.)				
Dry Pipe Priming Level Check dry priming water level by opening the test valve and checking for a small amount of water to discharge. If no water flows out of the test line, add priming water.				
Dry Pipe System Low-Air-Pressure Alarm Close the water supply valve and <i>carefully</i> open inspector's test valve to reduce air pressure <i>slowly</i> . (Do not reduce air pressure sufficiently to trip the dry pipe valve.) Confirm operation of low-pressure alarm, record air pressure at which low-pressure alarm activated, close inspector test, allow air pressure to rise to normal, then open water supply valve.				
Dry Pipe System Flow Alarm Open the alarm bypass valve. (Notify alarm company to avoid false alarms.)				
Quick-Opening Device Test in accordance with manufacturer's instructions.				
Preaction System Flow Alarm Open the alarm bypass valve. (Notify alarm company to avoid false alarms.)				
Deluge System Flow Alarm Open the alarm bypass valve. (Notify alarm company to avoid false alarms.)				
Control Valves Close valves and reopen until spring or tension is felt—back valve 1/4 turn.				
Hydraulic Nameplate If system was hydraulically calculated, assure nameplate is legible and securely attached to riser.				
Notes Record any notes about the system that the inspector believes to be significant. Place a number in this block and number the corresponding note on the reverse of this form.				



FORM 2-E



Automatic Sprinkler Systems Semi-Annual Inspection and Tests

This form covers a 1-year period.

Year: _____	System: _____
Location: _____	

Y = Satisfactory N = Unsatisfactory (explain below) N/A = Not applicable

Date		
Inspector		
Cold-Weather Valves Cold-weather valve, if used, should be closed before freezing weather, and piping drained. Valve should be opened in Spring. Use "O" for open—"C" for closed.		
Dry Pipe Systems Test quick-opening devices and accelerators, if provided. Low-point drains should be drained thoroughly before cold weather and after any system trip.		
Deluge System Test fire detection system for proper operation (see Chapter 1 of this manual).		
Praction System Test fire detection system for proper operation (see Chapter 1 of this manual).		
Notes Record any notes about the system that the inspector believes to be significant. Place a number in this block and number the corresponding note below.		

Notes _____



FORM 2-F

Automatic Sprinkler Systems Annual Inspection and Tests

Date: _____ **Inspector:** _____ **System:** _____
Location: _____

Y = Satisfactory N = Unsatisfactory (explain on reverse) N/A = Not applicable	
<p>General Condition Inspect sprinklers, sprinkler piping, pipe, hangers, and seismic braces to make sure they are in good condition.</p> <p>Verify supply of spare sprinklers.</p>	
<p>Freezing Before freezing weather, inspect building to assure exterior wall openings will not expose sprinkler piping to freezing temperatures.</p>	
<p>Test Antifreeze Wet pipe systems with antifreeze solution should have the solution checked for proper freeze level. Record freezing point.</p>	
<p>Maintain Valves Valves should be maintained, including exercising each valve and lubricating each valve stem.</p>	
<p>Clean Strainers Shut the water supply valve and remove the strainer for thorough cleaning.</p>	
<p>Dry Pipe System Trip test the dry pipe valve. Record the time from opening the inspector's test valve until the dry pipe valve trips.</p> <p>Internally inspect dry pipe valve.</p> <p>Test air pressure maintenance device.</p> <p>Inspect/test low-temperature alarm in valve room (if provided).</p>	
<p>Preaction Sprinkler System Trip test the preaction system. (Refer to manufacturer's instructions.)</p> <p>Internally inspect preaction valve.</p> <p>Test automatic air pressure maintenance device (if provided) at time of trip test.</p> <p>Inspect/test low-temperature alarm in valve room (if provided).</p>	
<p>Deluge Sprinkler System Trip test the deluge system. (Refer to manufacturer's instructions.)</p> <p>Record time from activation of detector until water is discharged.</p> <p>Check to see that water discharge pattern is adequate.</p> <p>Record water pressure at hydraulically most remote sprinkler.</p> <p>Record water pressure at deluge valve.</p> <p>Internally inspect deluge valve.</p> <p>Inspect/test low-temperature alarm (if provided).</p>	
<p>Cooking Equipment Sprinklers Replace sprinklers with fusible links.</p>	



FORM 2-I



Automatic Sprinkler Systems 5-, 20-, and 50-Year Tests

Location: _____ **System:** _____

Y = Satisfactory N = Unsatisfactory (explain below)

Years	5	10	15	20	25	30	35	40	45	50
Every 5 Years										
Obstruction Investigation (every 5 years or as needed)										
Inspector										
Date										
Notes										
Calibrate Pressure Gauges										
Inspector										
Date										
Notes										
Test Sample of Extra High Temperature Sprinklers										
Inspector										
Date										
Notes										
Every 20 Years										
Test Sample of Fast Response Sprinklers										
Inspector										
Date										
Notes										
Every 50 Years										
Test Sample of Standard Response Sprinklers										
Inspector										
Date										
Notes										
Notes	_____									
Notes	_____									
Notes	_____									



FORM 2-J



Automatic Sprinkler Systems Contractor's Material and Test Certificate for Aboveground Piping

Date: _____ **Property Name:** _____
Property Address: _____

Procedure

Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and the system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractors. It is understood that the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

Plans

Accepted by [approving authority's name(s)] _____

Address _____

Installation conforms to accepted plans? Yes No

Equipment used is approved? Yes No

If no, explain deviations.

Instructions

Has person in charge of fire equipment been instructed as to location of control valves and care and maintenance of this new equipment? Yes No
If no, explain.

Have copies of appropriate instructions and care and maintenance charts and NFPA 13 been left on premises? Yes No
If no, explain.

Location of System

Supplies building(s) _____

Sprinklers

Make	Model	Year of Manufacture	Orifice Size	Quantity	Temperature Rating

Pipe and Fittings

Pipe conforms to _____ standard. Yes No

Fittings conform to _____ standard. Yes No

If no, explain.



FORM 2-J



Automatic Sprinkler Systems Contractor's Material and Test Certificate for Aboveground Piping (cont.)

Alarm Valve or Flow Indicator

Alarm Device			Maximum Time to Operate Through Test Pipe	
Type	Make	Model	Min.	Sec.

Dry Pipe Operating Test

Dry Valve		Q.O.D.							
Make	Model	Serial No.	Make	Model	Serial No.				
	Time to Trip Through Test Pipe*		Water Pressure	Air Pressure	Trip Point Air Pressure	Time Water Reached Test Outlet*		Alarm Operated Properly	
	Min.	Sec.	Psi (Bar)	Psi (Bar)	Psi (Bar)	Min.	Sec.	Yes	No
Without Q.O.D.									
With Q.O.D.									

If no, explain.

Deluge and Preaction Valves

Operation Pneumatic Electric Hydraulic
Piping supervised? Yes No Detecting media supervised? Yes No
Is there an accessible facility in each circuit for testing? Yes No
If no, explain.

Make	Model	Does each circuit operate supervision loss alarm?		Does each circuit operate valve release?		Maximum Time to Operate Release	
		Yes	No	Yes	No	Min.	Sec.

Test Description

HYDROSTATIC: Hydrostatic tests shall be made at not less than 200 psi (13.6 bar) for two hours or 50 psi (3.4 bar) above static pressure in excess of 150 psi (10.2 bar) for two hours. Differential dry pipe valve clappers shall be left open during test to prevent damage. All aboveground piping leakage shall be stopped.

FLUSHING: Flow the required rate until water is clear as indicated by no collection of foreign material in burlap bags at outlets such as hydrants and blow-offs. Flush at flows not less than 400 gpm (1514 L/min) for 4-in. (102-mm) pipe, 600 gpm (2271 L/min) for 5-in. (127-mm) pipe, 750 gpm (2839 L/min) for 6-in. (152-mm) pipe, 1000 gpm (3785 L/min) for 8-in. (203-mm) pipe, 1500 gpm (5678 L/min) for 10-in. (254-mm) pipe and 2000 gpm (7570 L/min) for 12-in. (305-mm) pipe. When supply cannot produce stipulated flow rates, obtain maximum available.

*Measured from time inspector's test pipe is opened.



FORM 2-J



Automatic Sprinkler Systems Contractor's Material and Test Certificate for Aboveground Piping (cont.)

Test Description (cont.)

PNEUMATIC: Establish 40 psi (2.7 bar) air pressure and measure drop, which shall not exceed 1 1/2 psi (0.1 bar) in 24 hours. Test pressure tanks at normal water level and air pressure and measure air pressure drop, which shall not exceed 1 1/2 psi (0.1 bar) in 24 hours.

Tests

All piping hydrostatically tested at _____ psi (bar) for _____ hrs.

Dry piping pneumatically tested? Yes No

Equipment operates properly? Yes No

If no, state reason.

Drain test—Reading of gauge located near water supply test pipe: Static pressure: _____ psi (bar)

Drain test—Residual pressure with valve in test pipe open wide: _____ psi (bar)

Underground mains and lead-in connections to system risers flushed before connections made to sprinkler piping

Verified by copy of the U Form No. 85B Yes No Other

Flushed by installer of underground sprinkler piping Yes No Other

If other, explain.

Blank Testing Gaskets

Number used _____ Locations _____ Number removed _____

Welding

Welded piping? Yes No

If yes,

Do you certify as the sprinkler contractor that welding procedures comply with the requirements of at least AWS D10.9, Level AR-3? Yes No

Do you certify that the welding was performed by welders qualified in compliance with the requirements of at least AWS D10.9, Level AR-3? Yes No

Do you certify that welding was carried out in compliance with a documented quality control procedure to insure that all discs are retrieved, that openings in piping are smooth, that slag and other welding residue are removed, and that the internal diameters of piping are not penetrated? Yes No

Hydraulic Data Nameplate

Nameplate provided? Yes No

If no, explain.

Remarks

Date left in service with all control valves open: _____

Sprinkler Contractor: _____

Signatures of Test Witnesses

For property owner (signed) _____ Title _____ Date _____

For sprinkler contractor (signed) _____ Title _____ Date _____



FORM 2-K



Automatic Sprinkler Systems Contractor's Material and Test Certificate for Underground Piping

Date: _____ **Property Name:** _____
Property Address: _____

Procedure

Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and the system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractors. It is understood that the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

Plans

Accepted by [approving authority's name(s)] _____

Address _____

Installation conforms to accepted plans? Yes No

Equipment used is approved? Yes No

If no, explain deviations.

Instructions

Has person in charge of fire equipment been instructed as to location of control valves and care and maintenance of this new equipment? Yes No
If no, explain.

Have copies of appropriate instructions and care and maintenance charts been left on premises? Yes No
If no, explain.

Location

Supplies bldgs. _____

Underground Pipes and Joints

Pipe conforms to _____ standard. Yes No

Fittings conforms to _____ standard. Yes No

If no, explain.

Joints needing anchorage clamped, strapped, or blocked in accordance with _____ standard. Yes No

If no, explain.

Test Description

FLUSHING: Flow the required rate until water is clear as indicated by no collection of foreign material in burlap bags at outlets such as hydrants and blow-offs. Flush at flows not less than 400 gpm (1514 L/min) for 4-in. (102-mm) pipe, 600 gpm (2271 L/min) for 5-in. (127-mm) pipe, 750 gpm (2839 L/min) for 6-in. (152-mm) pipe, 1000 gpm (3785 L/min) for 8-in. (203-mm) pipe, 1500 gpm (5678 L/min) for 10-in. (254-mm) pipe and 2000 gpm (7570 L/min) for 12-in. (305-mm) pipe. When supply cannot produce stipulated flow rates, obtain maximum available.



FORM 2-K

Automatic Sprinkler Systems Contractor's Material and Test Certificate for Underground Piping (cont.)

Test Description (cont.)

HYDROSTATIC: Hydrostatic tests shall be made at not less than 200 psi (13.6 bar) for two hours or 50 psi (3.4 bar) above static pressure in excess of 150 psi (10.2 bar) for two hours.

LEAKAGE: New pipe laid with rubber gasketed joints shall, if the workmanship is satisfactory, have little or no leakage at the joints. The amount of leakage at the joints shall not exceed 2 qts per hr. (1.89 L/h) per 100 joints irrespective of pipe diameter. The leakage shall be distributed over all joints. If such leakage occurs at a few joints the installation shall be considered unsatisfactory and necessary repairs made. The amount of allowable leakage specified above may be increased by 1 fl oz per in. valve diameter per hour (30 mL/25 mm/h) for each metal-seated valve isolating the test section. If dry barrel hydrants are tested with the main valve open, so the hydrants are under pressure, an additional 5 oz per minute (150 mL/min) leakage is permitted for each hydrant.

Flushing Tests

New underground piping flushed according to _____ standard. Yes No
By (company) _____ If no, explain.

How flushing flow was obtained: Public water Tank or reservoir Fire pump
Through what type opening Hydrant butt Open pipe
Lead-ins flushed according to _____ standard Yes No
By (company) _____ If no, explain.

How flushing flow was obtained Public water Tank or reservoir Fire pump
Through what type opening Y connection to flange and spigot Open pipe

Hydrostatic Test

All new underground piping hydrostatically tested at _____ psi (bar) for _____ hours
Joints covered? Yes No

Leakage Test

Total amount of leakage measured: _____ gals (L) _____ hours
Allowable leakage: _____ gals (L) _____ hours

Hydrants

Number installed: _____ Type and make: _____
All operate satisfactorily? Yes No

Control Valves

Water control valves left wide open? Yes No
If no, state reason.

Hose threads of fire department connections and hydrants interchangeable with those of fire department answering alarm? Yes No

Remarks

Date left in service with all control valves open: _____

Installing Contractor: _____

Signatures of Test Witnesses

For property owner (signed) _____ Title _____ Date _____

For sprinkler contractor (signed) _____ Title _____ Date _____