Automatic sprinkler installation weekly test and maintenance record

SPRINKLER INSTALLATION No:

Insured Name:

Location:

Please make routine enquiries of,
and return completed test records to:

Aviva Protection Solutions Team

sprinklerreview@aviva.com

Please ensure completed test cards are returned to the email address above as soon as practicable after 31st December/year end

For Risk Management advice & resources please visit:
Aviva Risk Management Solutions

The record card is provided by **Aviva** to enable you to record the results of weekly tests and procedures which should be carried out and may be a condition of your insurance.

Procedures for shut down of the water supply or any installation

Your premises are more vulnerable whenever your sprinkler system is inoperative; thus it is essential that the following precautions be taken. Any shut down of the water supply to the sprinkler system or any action that results in the protection being rendered inoperative, must be notified to Aviva via our impairment management process.

1. Alterations and repairs to the water supply or the installation should be carried out only during normal working hours so far as practicable and all efforts must be made to ensure that the sprinklers remain inoperative for as short a time as possible.
2. As much of the sprinkler system as possible must remain operative during the progress of the work, particularly where the works cannot be completed in one day.
3. Before the water supply is turned off, a thorough examination of every part of the premises must be made to ascertain that there is no indication of fire.
4. When sprinkler protection is shut down during working hours, Managers and Supervisors must be notified, so that special vigilance can be maintained. Where practicable: Fire doors must be closed, and hazardous operations controlled, suspended, or avoided entirely.
5. When sprinkler protection is shut down you should follow **Aviva's impairment management process**.
6. After completion of the work, test the installation and water supply to ensure they function correctly and that all-blank flanges or spades have been removed.

Whenever practicable, maintenance work should be planned in advance and only undertaken after consultation with Aviva.

Always follow installer and manufacturer's instructions

Only trained personnel should undertake tests or maintainence

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INSTALLATION INSPECTIONS AND TEST TO BE MADE - WEEKLY

ITEM	TEST OR CHECK
All installations	(a) **All** valves controlling the water supply to the installation, including the Main Stop Valves of each individual installation Control Valves must be secured in the fully open position by means of a strap and padlock. (b) Bell Tests. Exercise the alarm gong **each week** by discharging water via the test line provided. The alarm gong should be allowed to sound for at least 30 seconds. The test line can then be closed and the alarm gong should cease as the alarm valve re-seats. The operation of the alarm gong should automatically start any pump(s) associated with the system e.g. a jockey pump or main fire pumps where fitted. Refer to the separate Aviva Pump House Weekly Test and Maintenance Test Card and record Card for guidance. (c) All trace heating provided to prevent vulnerable sections of pipework from freezing must be kept in good working order, and checked as being operative during the winter months. Pipe lagging must be maintained in good condition.
Alternate 'Wet & Dry' Installations, 'Dry' Iinstallations, and subsidiary air valves	(a) Alternate 'wet and dry' installations should be maintained on water from May to October and on air from November to April (or where the risk of freezing has been eliminated the system may be maintained on water throughout the year). (b) Weekly alarm tests on Alternate 'wet and Dry' system **MUST BE carried out in accordance with the valve manufacturer's instructions.** Failure to do so can result in the installation flooding with water, or the valve failing to operate in a fire situation. (c) Test for the automatic starting of the air compressor as required - also release any water condensate from water traps or drain valves. If water condensate is allowed to accumulate this may lead to frost damage and leakage problems. (d) Any accelerator or exhauster fitted should be made operational when the system is set on air. (e) Where systems are charged with air check that the correct pressure is maintained at all times. **It is essential that the manufacturer's limits are not exceeded.** Where the air supply is taken from a supply other than a dedicated air compressor, **it will be necessary to take steps to ensure over pressurisation does not occur.**
Electrically activated alarm signals	(a) Check that those circuits serving any electrical alarm or other supervisory signal are complete. (b) Where electrically transmitted alarms are provided, **advise the Alarm Receiving Centre or Fire Brigade** of your intention to test. Afterwards ensure that all signals were correctly received, and that service has been restored. **Failure to inform the Alarm Receiving Centre could result in the Fire Brigade responding to the alarm for which a charge may be incurred.** (c) Where sprinkler alarms interact with a building Fire Alarm system, warning should be given to staff that a test is to be carried out, to avoid unnecessary evacuation of the building.
Zone control valves & flow switches	If the installation has been fitted with zone control subsidiary isolation valves and flow switch alarms, these should be tested by draining water from the test valve provided. This should initiate either a local visual/ audible alarm and/or a remote alarm on a central panel. Check correct receipt of signal and that all valves are secured fully **OPEN**. Flow switches may stick in the "alarm" condition, thus regular test and exercise is advisable.
Clearance below sprinklers and storage height limitations	(a) A clear space must be maintained between the sprinkler head deflector plates and the top of any storage. This will safeguard against mechanical damage and ensure an efficient distribution pattern from the sprinkler heads. The Clearance required under the LPC Rules is: Ordinary Hazard - 0.5 metres High Hazard - 1.0 metres (b) Additionally maximum permitted storage heights vary with type of goods, method of storage and Classification of system protecting the premises. **IN NO CASE** does the clearance below the sprinkler heads override the storage height limitation, and vice versa. These are very important sprinkler system performance factors and expert advice from **Aviva Insurance** should always be obtained.
Other important points	(a) Check that the sprinkler head spares cabinet contains the required quantity and variety of the types of sprinkler heads fitted within the premises, and is kept secure. (b) Check that the correct sprinkler head fitting spanner is held in the spares cabinet. (c) Never attempt cleaning of painted sprinkler heads, -always replace them. (d) **WARNING - ALL 'WET' INSTALLATION ZONES REQUIRE TO BE MAINTAINED AT OR ABOVE +4° C AT ALL TIMES INCLUDING WINTER SHUTDOWN PERIODS TO AVOID FROST DAMAGE.** (e) **Drought Conditions: Should you become aware that your advise your insuring branch office of Aviva immediately. Until the problem has been resolved, extra vigilence should be exercised in the same way as if the system had been turned off.**

SPRINKLER INSTALLATION

No:	

YEAR		Town's Main	Installation Control Valve Tests			Installation Control Valve Checks		Notes / Observations	Signature
	Enter dates below:	Stop valves fully open and secured?	Pressure on top guage before test (Bar):	Time taken for alarm(s) to sound:	Pressure on top guage after test (Bar):	Stop valves fully open and secured?	Date last serviced	Has the installation or any water supply or alarms been inoperative? Any faults/issues identified Etc? If yes, state reason, actions taken and date restored.	Identify person responsible for tests/checks:
January									
February									
March									

REMINDER:

ALTERNATE "WET & DRY" INSTALLATIONS should now be charged with water for the summer.

The weekly test of the alarm gong must be carried out in accordance with manufacturer's instructions

April									

SPRINKLER INSTALLATION

No:	

YEAR		Town's Main	Installation Control Valve Tests			Installation Control Valve Checks		Notes / Observations	Signature
Enter dates below:		Stop valves fully open and secured?	Pressure on top guage before test (Bar):	Time taken for alarm(s) to sound:	Pressure on top guage after test (Bar):	Stop valves fully open and secured?	Date last serviced	Has the installation or any water supply or alarms been inoperative? Any faults/issues identified Etc? If yes, state reason, actions taken and date restored.	Identify person responsible for tests/checks:
May									
June									
July									
August									

SPRINKLER INSTALLATION

No:	

YEAR		Town's Main	Installation Control Valve Tests			Installation Control Valve Checks		Notes / Observations	Signature
	Enter dates below:	Stop valves fully open and secured?	Pressure on top guage before test (Bar):	Time taken for alarm(s) to sound:	Pressure on top guage after test (Bar):	Stop valves fully open and secured?	Date last serviced	Has the installation or any water supply or alarms been inoperative? Any faults/issues identified Etc? If yes, state reason, actions taken and date restored.	Identify person responsible for tests/checks:
September									
October									

Reminder: ALTERNATE (WET & DRY) INSTALLATIONS should now be charged with air for the winter. It is essential that the valves are serviced, the correct air pressure be maintained and weekly testing of the alarm gong be carried out in accordance with manufacturer's instructions. The alarm MUST NOT be tested by allowing air to escape but by using the correct test valve.

OPERATION OF TRACE HEATING SYSTEMS including, thermostats, controls, and associated equipment should now be checked to ensure that all is in good working order. Where premises are protected by 'WET' systems the thermostats controlling the heating should now be checked and steps taken to maintain heating during holidays and shut down periods.

November									
December									