

PLEASE RETURN TO:



or return to your Insurance Broker

**IMMEDIATELY AFTER 31ST DECEMBER**

## **WEEKLY TEST CARD for SPRINKLER INSTALLATION**

**Name of Insured:** \_\_\_\_\_

**Name of Occupier if different from above:** \_\_\_\_\_

**Address of Property Protected:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Installation No: \_\_\_\_\_

- WEEKLY TEST**      A test must be made weekly for the purpose of ascertaining that the Alarm is in working order and that the Stop Valves controlling the individual Water Supplies and the Installation are secured in the fully open position.
- PERIODIC TEST**      A quarterly or half-yearly test must be made, if required by the Insurance Company, for the purpose of ascertaining that each town's main water supply is in order.

**NOTE: - DEFECTS REVEALED BY THE ABOVE TESTS MUST BE PROMPTLY RECTIFIED.**

**Test at Installation Valves**

- 1 Note the pressure registered on the Gauge above the Alarm Valve ("C" Gauge) and enter in column 2(a).
- 2 Open the 15mm (½") Test Valve fully and enter in column 3 the time taken for the Alarm Gong to sound; the gong should sound continuously (30 seconds minimum) until shut off.
- 3 Close the Test Valve and again note the pressure registered on the gauge and enter in column 2(b).
- 4 Clean and service the alarm motor and gong if necessary on completion of test.
- 5 Check that the direct connection to the Fire Brigade, if provided, has operated and enter in column 8.

**Test at Pump(s)** (follow Manufacturers/Installers instructions when undertaking the following tests)

- 1 Simulate a pressure reduction in the small bore pump initiation assembly on the pump delivery trunk main, note the cut-in pressure and enter in columns 7(c) and 9(i).
- 2 Allow the pump to develop full speed, note the closed valve pressure and enter in columns 7(d) and 9(k). Enter relevant readings in columns 7(e), 9(j) and 9(l).
- 3 If a diesel engine driven pump, allow to run for 30 minutes and note any defects. Complete checks outlined in columns 9(a) to 9(f) relating to diesel pumps.
- 4 Check that all associated visual and audible alarms operate satisfactorily and enter in column 8.
- 5 Check the pump starts by means of manual starter button (if provided) and enter in columns 7(b) and 9(h).

**EVERY THREE YEARS Alarms and Back Pressure Valves should be dismantled and overhauled.**

**TANKS**

Examine the Water Storage Tank (if any) once a week and more frequently during frost. Test the Ball Tap feeding same and see that it passes water correctly and enter in column 5.

Examine the Air Pressure Tank (if any), check air pressure and water level and enter in columns 11(a) and 11(b).

EVERY THREE YEARS Water Storage Tanks should be examined, cleaned and painted both internally and externally if necessary.

**NOTE:** This card should be fixed as near the Main Stop Valve as possible.

**SEE ALSO INFORMATION ON BACK PAGE**

**WEEKLY TESTS**

YEAR 20.... Week ending	INSTALLATION CONTROL VALVE					WATER STORAGE	State Pump House temperature °C	ELECTRIC PUMP					ALARMS
	Is the Main Stop Valve secured open by riveted or padlocked leather strap?	Pressure on Gauge above Alarm Valve (Gauge 'C')		How soon did Alarm sound after the 15mm (½ ") Alarm Valve was fully opened? (seconds)	Is the Alarm Valve and Gong in good working order?	Is the elevated Private Reservoir, Pump, Suction Tank, Jackwell and Priming Tank, if any, charged to correct levels with clean water? Are Ball Valves in good order?		Did the Pump start?			With Pump running against a closed head, State:		
		Before testing	After testing					Auto	Manual	State cut in pressure	Closed valve pressure	Current (amps)	
1	2(a)	2(b)	3	4	5	6	7(a)	7(b)	7(c)	7(d)	7(e)	8	
FEB													
MAR													

**ALTERNATE WET AND DRY PIPE INSTALLATIONS SHOULD, ABOUT THIS DATE, BE PUT ON WATER WITH SHUT-OFF COCKS TO EXPOSED PARTS OPENED.**

APR													
MAY													
JUN													
JUL													
AUG													
SEP													

**ALTERNATE WET AND DRY PIPE INSTALLATIONS SHOULD, ABOUT THIS DATE, BE PUT ON AIR AND SHUT-OFF COCKS TO EXPOSED PARTS CLOSED AND PIPEWORK DRAINED.**

OCT													
NOV													
DEC													

**WEEKLY TESTS**

YEAR 20.... Week ending	DIESEL PUMP											JACKWELL OR SUCTION PIT	PRESSURE TANK		OTHER APPLIANCES	Tested by				
	Were the following checked and found satisfactory? Give reading for specific gravity of battery.						Did the Pump start?			With Pump running against a closed head, state:			Have screens been checked? By whom?	Is the tank, if any, filled with water, up to and not beyond the water line?			Has the water been turned off, or the tank? If so, for what purpose?	Are other fire appliances in good order?		
	Engine Cooling System	Engine Oil Level	Fuel Tank Level	Battery Specific Gravity	Electro- lyte Level	Battery Charger Operating?	Auto	Manual	State Cut-in Pressure	Engine Speed R.P.M.	Delivery Pressure	Oil Pressure /Water Temp. 9(l)		Water ratio	Air pressure	10			11(a)	11(b)
	9(a)	9(b)	9(c)	9(d)	9(e)	9(f)	9(g)	9(h)	9(i)	9(j)	9(k)	9(l)								
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# SPRINKLER INSTALLATIONS

## VALVES

THE MAIN STOP VALVE and the STOP VALVE on the pipe leading to the ALARM GONG must at all times be secured in the open position by a riveted or padlocked Leather Strap. Any other Stop Valves on any of the Water supplies feeding the installation must be similarly secured In the OPEN position. The Waste or Test Valves to be secured SHUT.

## ORDINARY APPLIANCES

Examine Fire Buckets, Extinguishers, Hydrants and Hose, and report any shortage or defects to the Management.

## IN CASE OF FIRE

Make best possible use of the ordinary Hand Appliances.

Do not shut off the water supply to the Sprinklers until you have MADE SURE that the fire is out, then close the main stop valve (cut the strap if necessary), open waste valve and so empty the Installation.

Sprinklers which have opened, should then be replaced by new ones when the installation should be again filled as quickly as possible.

## PRECAUTIONS TO BE TAKEN WHEN AN INSTALLATION IS TO BE RENDERED INOPERATIVE

Permission must be obtained from your Insurance Company BEFORE rendering a sprinkler installation or its water supply inoperative, preferable in writing.

In the event of an impairment in an emergency, immediate notice should be given to your Insurance Company, by telephone, telex, or facsimile.

In each case careful impairment procedures should be followed with the object of minimising the effect of the impairment and reducing the fire hazard during its occurrence.

- 1 **Alterations and repairs to the installation or its water supplies** should be carried out during normal working hours as far as practicable, and all expedition must be used so that the sprinklers may remain inoperative as short a time as possible. As much of the installation as practicable must be kept operative during the progress of the work. If the work cannot be completed in one day, particular attention must be paid to this point when the premises are left each day.
- 2 **Before the water is turned off** a thorough examination of every part of the premises must be made to ascertain there is no indication of fire.
- 3 **Smoking** should be prohibited during the progress of the work.
- 4 **When an installation is rendered inoperative during the working hours**, foremen or heads of departments must be notified so that in case of fire, the best possible use may be made of the hand extinguishing appliances.
- 5 **When an installation is rendered inoperative and is likely to remain so outside working hours**, all the fire extinguishing appliances must be held in special readiness for immediate use with a sufficient number of trained personnel available to handle them. If possible such arrangements should be made before the water is turned off and also as much as possible of the installation should be kept operative outside working hours by blanking off the inoperative section(s).
- 6 **Drought conditions.** Where town main supplies are curtailed through drought, special attention should be given to the maintenance, in an efficient condition, of any other supplies. All fire extinguishing appliances must be held in special readiness for immediate use. In the case of large premises it is recommended that a watchman should be on duty throughout the night.
- 7 **Spare Sprinklers.** An adequate stock of spare sprinkler heads must be maintained and any used heads promptly replaced.
- 8 If the installation is of the "wet" type, it is important that the temperature within the sprinklered building is kept above freezing point AT ALL TIMES.
- 9 If the installations are of the "alternate wet and dry" type, it is essential to ensure that all the pipework above the controlling valves is drained free of water before the system is charged with air for the winter period.
- 10 Where on the "wet" type system and a number of sprinklers protect cold areas and are controlled by an isolating valve, the pipework in these areas must be drained free of water before the winter period starts.

PERIODIC TESTS																	
	Date:				Design Flow dm <sup>3</sup> /min	Date:				Design Flow dm <sup>3</sup> /min	Date:						
	Standing Pressure					Running Pressure					Standing Pressure			Running Pressure			
	Immediately after sounding the alarm but with the ½ inch test valve shut					2" or 3" Waste valve fully open or to design flow					Immediately after sounding the alarm but with the ½ inch test valve shut			2" or 3" Waste valve fully open or to design flow			
	Gauge 'A'	Gauge 'B'	Gauge 'C'			Gauge 'A'	Gauge 'B'	Gauge 'C'			Gauge 'A'	Gauge 'B'	Gauge 'C'	Gauge 'A'	Gauge 'B'	Gauge 'C'	
Primary Supply				Primary Supply				Primary Supply				Primary Supply					
Secondary Supply				Secondary Supply				Secondary Supply				Secondary Supply					
Tertiary Supply				Tertiary Supply				Tertiary Supply				Tertiary Supply					
						Orifice Plate K' Factor =									Orifice Plate K' Factor =		

Note: Gauge 'A' is on branch from town's main; Gauge 'B' is below the alarm and main stop valves; Gauge 'C' is above the alarm and main stop valves.