

**FORM FOR INSPECTION, TESTING AND MAINTENANCE OF
ELECTRIC FIRE PUMPS**

Information on this form covers the minimum requirements of NFPA 25-1998 for centrifugal fire pumps. Use of this form does not relieve the owner of the responsibility for complying with other requirements of NFPA 25-1998 for the Inspection, Testing and Maintenance of Fire Pumps.

Owner: _____ Owner's Phone Number: _____

Owner's address: _____

Property being evaluated: _____

Property address: _____

Date of work: _____ All responses refer to the current inspection performed on this date.

This inspection is: (check one) Weekly Monthly Quarterly Semiannual Annual

Note: 1. All questions are to be answered yes, no, or not applicable. All "No" answers are to be in the comment portion of this form.
2. Inspections are to be performed with water supplies (including fire pumps) in service, unless the impairment procedures of Chapter 11 of NFPA 25 are followed.

Part I - Owner's Section

- A. Is the fire pump in service? Yes No N/A
- B. Has the fire pump remained in service since the last inspection?
 Yes No N/A
- C. Was the system (of which the fire pump is a part) free from actuation of devices or alarms since the last inspection?
 Yes No N/A

Note to owner: Periodic tests of transfer switches and emergency generators are to be performed by qualified personnel in accordance with NFPA 110.

Owner or representative (print name)

Signature and date

Part II - Inspector's Section

- A. Inspections - All to be performed weekly.**
1. Pump house/room at least 40 degrees Fahrenheit? Yes No N/A
2. Ventilation louvers free to operate? Yes No N/A
3. Suction, discharge and bypass valves open? Yes No N/A
4. Piping free from leaks? Yes No N/A
5. Suction and system pressure gauges normal? Yes No N/A
Record suction _____ and discharge _____ pressure while not running.
6. Controller indicating power "ON"? Yes No N/A
7. Transfer switch indicating normal situation? Yes No N/A
8. Isolation switch closed? Yes No N/A
9. Reverse phase alarm indicator "OFF" or normal phase rotation indicator "ON"?
 Yes No N/A
10. Suction reservoir, if provided, full? Yes No N/A
11. Oil level in vertical motor sight normal? Yes No N/A

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B. Tests

1. Weekly test items by qualified operating personnel

A. Electric motor-driven pumps

1. Pump started automatically? Yes No N/A
Record starting pressure. _____ psi.
2. Pump run for at least 10 minutes? Yes No N/A
Record suction _____ and discharge _____ pressure while running.
3. Pump packing gland showing slight discharge? Have adjusted if necessary by
spkr. contractor. Yes No N/A
4. Free from unusual noises or vibration? Yes No N/A
5. Packing boxes, bearings and pump casing free from overheating?
 Yes No N/A
6. Record time for motor to accelerate to full speed. _____
7. For reduced voltage or reduced current starting, record time controller is on first
step. _____
8. For automatic stop controllers, record time pump runs after starting. _____
9. Circulation relief valve flowing water while pump churns?
 Yes No N/A
10. Pressure relief valves operating with proper pressure downstream while pump
is operational? Yes No N/A
11. All times and pressures in Part A acceptable? Yes No N/A

2. Quarterly test items by Licensed Sprinkler Contractors

- A.** All alarm supervisory conditions simulated? Yes No N/A
All alarm supervisory conditions operated? Yes No N/A

3. Semiannual test items by Licensed Sprinkler Contractors

- A.** All fire pump assembly control valve supervisory tamper devices tested?
 Yes No N/A

4. Annual tests by Licensed Sprinkler Contractors

Annual pump test was run using the following method: (Check one)

____ Method A. Discharge of flow through hose streams.
Flow readings taken at each hose stream.

____ Method B. Discharge through by-pass flow meter to drain or suction reservoir. Flow
readings taken by flow meter.

____ Method C. Discharge through by-pass flow meter directly returned to pump suction.
Flow readings taken by flow meter.

Note: At least once every three years method A or B must be used.

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PUMP TEST RESULTS : Attach copy of fire pump flow test results to include voltage, current and pump speed r.p.m..

- Are the values in the Fire Pump test results acceptable? Yes No N/A
No flow (churn) test run for 30 minutes? Yes No N/A
Circulation relief valve and pressure relief valve operated properly during all flow tests?
 Yes No N/A
No alarm indicators or other visible abnormalities observed during no-flow test?
 Yes No N/A

D. Low suction throttling device test

1. Low suction pressure simulated? Yes No N/A
Free from abnormalities in throttling action? Yes No N/A
2. Free from abnormalities in return to full flow?
 Yes No N/A

E. Automatic transfer switch test

1. Power failure simulated during peak flow? Yes No N/A
Connection made to alternate power source? Yes No N/A
2. After termination of simulated power failure did motor reconnect to the normal power source?
 Yes No N/A

C. Maintenance items by qualified personnel

Note: A maintenance schedule must be established in accordance with the manufactures instructions. In the absence of such a schedule, the following must be used:

1. Monthly maintenance items

- A. Circuit breakers appear clean? Yes No N/A
B. Level 1 transfer switches for fire pumps shall be operated monthly. The monthly test of a transfer switch shall consist of electrically operating the transfer switch from the standard position to the alternate position and then a return to the standard position.
 Yes No N/A

2. Quarterly maintenance items

- A. Electrical system free of wire chafing? Yes No N/A

3. Semiannual maintenance items

- A. Manual starting means on electrical systems operated?
 Yes No N/A
B. Boxes, panels and cabinets on electrical systems cleaned?
 Yes No N/A
C. Isolation switch and circuit breakers exercised? Yes No N/A

