



City of Phoenix

FIRE ALARM, SPRINKLER, AND PORTABLE FIRE EXTINGUISHER

STAFF INSPECTION CHECKLIST

FIRE ALARM SYSTEMS

WEEKLY STAFF INSPECTION ACTIVITY	NFPA/FIRE CODE REFERENCE
1. Check the lights on the panel (i.e., system normal or panel clear)	NFPA 72
2. Verify no supervisory signals	
3. Check for any damaged devices	
4. DO NOT SILENCE OR IGNORE SUPERVISORY SIGNALS	

FIRE SPRINKLER SYSTEMS (WET SYSTEM)

MONTHLY STAFF INSPECTION ACTIVITY	NFPA/FIRE CODE REFERENCE
1. Verify there are not any decorations or attachments on sprinklers or associated piping	NFPA 13 & 25
2. Storage is maintained 18 inches below sprinkler heads	
3. Sprinklers are not painted, damaged, or corroded	
4. Look for signs of leaks in the system (e.g., corrosion around visible pipes and fittings, staining on ceiling, etc.)	
5. System pressure is within normal range (note changes from previous month)	
6. Verify valves are opened	
7. Verify that Fire Department Connection caps are in place	
8. Verify that escutcheons are in place (if applicable)	

PORTABLE FIRE EXTINGUISHERS (DRY CHEMICAL)

MONTHLY STAFF INSPECTION ACTIVITY	NFPA/FIRE CODE REFERENCE
1. Make sure that nothing is blocking access to the extinguisher and that signage is in place as necessary	NFPA 10
2. Pressure gauge shows fully charged	
3. Hose and nozzle is free of cracks, tears or obstructions	
4. Handle and lever is undamaged	
5. No dents, leaks, rust, chemical deposits and/or other signs of abuse or wear	
6. Dry chemical agent is moving freely inside the cylinder (shake extinguisher)	
7. Inspection tag is attached and up to date	

PLEASE NOTE

This list is not all inclusive. Individuals responsible for conducting, reviewing or approving any inspection, testing or maintenance are encouraged to review the applicable referenced standard to ensure all requisite items are addressed. This is evidenced in that the inspection, testing, and maintenance criteria for Water Based Fire Protection Systems specified in NFPA 25 and those relating to Fire Alarm Systems in NFPA 72 are very detailed. Additionally, it is stressed that all inspection, testing and maintenance work be thoroughly documented, and that those records be maintained, as required by the Phoenix Fire Code.