

# Sprinkler weekly test log

The weekly routine under BS EN 12845, carried out by the building. One row per week. Write the readings, not just a tick.



Building / site \_\_\_\_\_ Installation or valve set \_\_\_\_\_ System type (wet / dry / alternate) \_\_\_\_\_ Normal reading (bar) \_\_\_\_\_

| Date | Checked by | Water gauge, above valve (bar) | Water gauge, below valve (bar) | Air gauge, dry and alternate (bar) | Control valves open and secured | Alarm test: gong or switch sounded | Water gauge after alarm test, mains-fed (bar) | Tank level correct | Pump started automatically, at (bar) | Diesel run 20 to 30 min: fuel, oil pressure, cooling, batteries | Frost protection: trace heating, pump house and tank heaters | Faults found and action taken |
|------|------------|--------------------------------|--------------------------------|------------------------------------|---------------------------------|------------------------------------|-----------------------------------------------|--------------------|--------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------|-------------------------------|
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- **Read the trend, not the number.** A pressure or tank level that drops a little every week is a leak, even if each reading looks normal on its own.
  - **Report it the same day** if a reading is outside its normal range, a control valve is found shut, or the alarm does not sound.
  - **Never tighten a weeping sprinkler head.** It is a sealed assembly: turning it can turn a drip into a full discharge. It must be replaced.
  - **After the tests, check every valve is back in its correct position.** BAFSA recommends a second person confirms it.
- Mark a column n/a if your system does not have it: an air gauge on a wet system, a pump on a mains-fed one, the diesel column on an electric pump.
  - Keep this sheet with the system logbook. A complete weekly log is the first record an insurer or fire risk assessor asks for.
  - If the system has to be left out of service, tell your insurer and the fire and rescue service.
  - The weekly check sits with the building. Quarterly, half-yearly and annual work needs a sprinkler contractor.