

# FIRE PUMP ANNUAL CHECKLIST

*All code references are to NFPA 25, unless otherwise noted.*

- Pertinent **visual observations shall be inspected weekly**. Records of inspections must be maintained. (5-2.2 (1)-(5))  
**Note: A visual inspection and pump test maintenance sheet listing the specific items to be addressed is available through the Fire Marshal's office.**
- A **weekly test of electric motor-driven fire pump assemblies** shall be conducted without flowing water. The pump shall run a minimum of ten minutes. Records of tests must be maintained. (5-3.1.1-3)
- A **weekly test of diesel engine driven fire pump assemblies** shall be conducted without flowing water. The pump shall run a minimum of thirty minutes. Records of tests must be maintained. (5-3.2.2)
- A **weekly test of steam turbine-driven pump assemblies** shall be conducted. Records of tests must be maintained. (5-3.2.3)
- An **annual test** of each pump assembly shall be conducted under minimum, rated, and peak flows of the fire pump. Records of tests must be maintained. (8-3.3.1)
- Manual actuation devices shall be tested annually**. Records of tests must be maintained. (8-3.5)
- Engine generator sets supplying emergency or standby power** to fire pump assemblies shall be tested routinely in accordance with NFPA 110, standard for emergency and stand-by power systems. Records of testing must be maintained. (5-3.4.1)
- Automatic transfer switches shall be tested routinely** and exercised. Records of testing must be maintained. (5-33.4.2)
- A tag shall be used** to indicate that a system or part thereof, has been removed from service. The tag shall be posted at each fire department connection and system control valve indicating which system or part has been removed from service. (11-3.1, 11-3.2)
- The local fire department, if required, and other authorities having jurisdiction shall be notified when a system is impaired and when the system is returned to service. (1-7)  
**Note: BOTH the Fire Marshal's office (904-209-1740) AND non-emergency dispatch (904-829-2226) MUST be notified of this situation.**

## Reports

- Records of inspections, tests and maintenance of the system and its components shall be made available to the authority having jurisdiction upon request. (1-8)
- All time delay intervals associated with the pumps starting, stopping, and energy source transfer shall be recorded. (8-3.4.2.1)
- A preventative maintenance program shall be established on all components of the pump assembly in accordance with the manufacturer's recommendations. (8-5.1)
- Records shall be maintained on all work performed on the pump, driver, controller, and auxiliary equipment. (8-5.2)