I. PURPOSE
This procedure establishes the steps required for performing the annual and quarterly testing for dry pipe sprinkler systems.

II. PERSONNEL AFFECTED
Fire Safety Unit

III. DEFINITIONS
Drum Drip Valve – An auxiliary drain for dry pipe systems that allows the collection of condensation of moisture without trapping the moisture in the pipe and subjecting the pipe to freezing.

IV. RESPONSIBILITIES
The Fire Safety Unit performing the testing is responsible for following the proper procedures related to these systems. Failure to do so may result in injury, damage or prevent the proper operation of equipment.

V. PROCEDURES

A. ANNUAL TESTING
1. Obtain the special instructions for each system. Instructions are located in the Dry System Instruction Book (Fire Safety Library) or electronically on I:/fire/drypipe systems.
2. The Fire Safety Unit personnel will contact the Public Safety Dispatch and Facilities Work Control Center (ext. 34567) to advise them of the testing on the dry pipe sprinkler system for the building or area and by-pass the associated fire alarm panel(s).
3. Refer to the dry-pipe system instructions for the system to be tested. Also use the quarterly testing form located in I:/fire.drypipesystems.
4. Once testing of system is completed and system restored, restore the associated fire alarm system. Contact the Public Safety Communications center and advise them that testing is completed, verify that all systems are clear and to treat all alarms per alarm protocol.
5. The Fire Safety Unit personnel will complete a work order for any deficiencies found during the test. Place a copy of the work order with the test report for follow-up. The Fire Safety Unit personnel will coordinate any retests of the system.
B. QUARTERLY TESTING
1. Obtain the special instructions for each system. Instructions are located in the Dry System Instruction Book (Fire Safety Library) or electronically on I:/fire/drypipe systems.
2. The Fire Safety Unit personnel will contact the Public Safety Dispatch Center to advise them of the testing on the dry pipe sprinkler system for the building or area and by-pass the associated fire alarm panel(s).
3. Refer to the dry-pipe system instructions for the system to be tested. Also use the quarterly testing form located in I:/fire.drypipesystems.
4. Once testing of system is completed and system restored, restore the associated fire alarm system. Contact the Public Safety Dispatch Center and advise them testing is complete, verify all systems are clear and to treat all alarms per alarm protocol.
5. The Fire Safety Unit personnel will complete a work order for any deficiencies found during the test. Place a copy of the work order with the test report for follow-up. The Fire Safety Unit personnel will coordinate any retests of the system.

VI. REFERENCES

VII. APPENDICES/FORMS
Appendix A – Dry Pipe Sprinkler Quarterly Testing Blank

VIII. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
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<tr>
<td>11/20/13</td>
<td>New</td>
<td>Initial development of policy</td>
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<tr>
<td>9/25/2017</td>
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<td>Update procedure</td>
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## Appendix A

### Dry Pipe Sprinkler Quarterly Testing Blank

<table>
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<tr>
<th>LOCATION</th>
<th>New</th>
<th>2nd Quarter</th>
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- **Pressure gauge date (replace every 2 years):**
- **Inspection Date**
- **Inspector**
- **1. Air Pressure (in psi) (before test)**
- **2. Water pressure (in psi) (before test)**
- **3. Verify supervisory valve tamper alarm for main shutoff**
- **4. Verify low air pressure supervisory alarm**
- **5. Note system air pressure when compressor activated (in psi)**
- **6. Note system air pressure when compressor shut off (in psi)**
- **7. Verify fire alarm received through by-pass test handle (valve #2)**
- **8. Verify all valves are returned to normal and compressor is off**
- **Alarms received at fire alarm panel**
- **Facilities notified of any deficiencies (attach work order request)**
- **Inspection acceptable?**
- **Comments**
- **Refer to information sheets for full testing procedures**