I. PURPOSE

This procedure establishes how to execute water flow tests on sprinkler systems.

II. PERSONNEL AFFECTED

EH&S Fire Safety Specialist/Fire Inspector II responsible for testing the fire alarm systems in their respective areas.

III. DEFINITIONS

N/A

IV. RESPONSIBILITIES

The Fire Safety Specialist/Fire Inspector II will contact University Public Safety Dispatch and advise them testing will be performed on the fire alarm system for “XX” area and to disregard all troubles and water flow alarms for that system. They should treat all other alarms as true alarms. Notification also to be made to the Facilities Dispatch (X3-4567) and advise them what area the testing will be conducted in.

V. PROCEDURES

A. If your sprinkler system is connected to a central alarm or security point, notify the proper parties you are going to be placing the fire system into trouble and performing a water flow test.

B. Place the proper fire panel into trouble. (See disconnect and reconnect procedures for assistance in placing the fire panel into trouble.) I:\fire\Fire alarm procedures

C. If there is a fire pump on the system, be sure to turn the pump OFF during testing so that the pump does not continually run. (See fire pump disconnect and reconnect procedure for assistance).

D. Find your water flow control valve. It may be labeled main drain, inspector test, or test and drain.

E. Slowly turn the valve on bringing it in line with the pipe or to the point labeled “test.”

F. This will start the water running. Let the water run for about 60 seconds. If your system has a local alarm, you will hear it. If the alarm is too far away from you to hear, a second person may be used to relay the alarm signal to you.

G. Once the alarm is received, slowly turn the valve back to the off position. The off position is normally 90° to the sprinkler pipe.

H. Write down the date tested on the sprinkler test sheet in EH&S files.
I. After completing tests, verify with Public Safety Dispatch or the central alarm they received flow alarms.
J. If the system does not have a fire pump proceed to step L.
K. Once testing is complete verify the jockey pump has returned the system pressure to normal and has stopped running. Place the fire pump back online (See fire pump disconnect and reconnect procedure for assistance).
L. After ALL alarms are cleared reconnect the fire panel and notify the proper parties that testing is completed in the area. (See disconnect and reconnect procedures for assistance in restoring the fire panel).

VI. REFERENCES
NFPA 25

VII. APPENDICES/FORMS

VIII. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>12/20/2011</td>
<td>1</td>
<td>Modified layout</td>
</tr>
<tr>
<td>3/7/2013</td>
<td>2</td>
<td>Clarify steps in procedure</td>
</tr>
<tr>
<td>6/21/2016</td>
<td>3</td>
<td>Add Fire Inspector II and changed Security to Public Safety and changed Coordinator to Specialist</td>
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