

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS014	Approved by: Mark Cavanaugh
Title: Semi-Annual Water Flow Testing	Date: 6/30/2022
Revision No.: 4	Page 1 of 2
Prepared by: Justin Carlson	Reviewed 6/30/2022 – No Changes
EH&S Department Use Only: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

I. PURPOSE

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

II. PERSONNEL AFFECTED

EH&S Fire Safety Specialist/Fire Safety 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 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.** Once water has started flowing, allow water to run for a maximum of 90 seconds. If no alarm has been received within the 90 seconds stop testing, write up the flow switch as a failure, and report the failure to facilities. If the system you are working on has indicator lights, a water flow will illuminate the indicator light red indicating a successful trip. If the system you are working on does not have indicator lights, a second person may be needed to relay the alarm activation

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- G.** Once the alarm is received, slowly turn the test valve back to the off position.
- 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 – N/A

VIII. REVISION HISTORY

Date	Revision No.	Description
5/8/2009	New	New Procedure providing direction for performing quarterly sprinkler water flows.
12/20/2011	1	Modified layout
3/7/2013	2	Clarify steps in procedure
6/21/2016	3	Add Fire Inspector II and changed Security to Public Safety and changed Coordinator to Specialist
6/5/2019	4	Clarified testing steps in procedure added Safety to inspector
6/30/2022	N/A	Triennial update – no changes.