

FIRE PROTECTION · ROUTINE SERVICE

Sprinkler System — Monthly

Monthly routine service record aligned to AS 1851-2012 — Automatic fire sprinkler systems

SITE / BUILDING	ADDRESS	CONTRACT NO.	SERVICE MONTH
TECHNICIAN	ACCREDITATION / LICENCE NO.	DATE OF SERVICE	REPORT NO.
SYSTEM TYPE (WET / DRY / PRE-ACTION)		NO. OF VALVE SETS / ZONES	BOOSTER LOCATION

P Pass / compliant

F Fail / defect raised

N/A Not applicable / not fitted

Notify the monitoring centre before and after alarm testing. Tick the applicable box and note defects in Comments.

1 Access, signage & spares

AS 1851-2012 · Table 2.4.2.1

#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Control valve assembly area unobstructed and free from any condition that may adversely affect operation or access	☐	☐	☐	
2	Spare sprinklers of appropriate quantity and type — plus matching spanner for each type fitted — available	☐	☐	☐	
3	Signage undamaged, legible and correctly located — block plan, SSVI plate, booster signage, gauge schedule, valve list and interface diagram	☐	☐	☐	
4	Fire brigade booster connection / enclosure unobstructed, accessible; coupling type per approved design or brigade requirement	☐	☐	☐	

2 Stop & isolating valves

AS 1851-2012 · Table 2.4.2.1

#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Each main stop valve and alarm cock secured open and correctly labelled per valve list	☐	☐	☐	
2	Each isolating valve to each automatic pump start device locked in the open position	☐	☐	☐	
3	All water supply stop valves (incl. backflow prevention) operated two full turns — verified fully open, secured and labelled per valve list	☐	☐	☐	

3 Pressure switches, ASE & interface

AS 1851-2012 · Table 2.4.2.1

#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Each pressure switch cover in place, correctly labelled, securely mounted and free from any condition likely to affect function	☐	☐	☐	
2	Alarm signalling equipment (ASE) securely mounted; not indicating alarm, fault, loss of connection or isolation	☐	☐	☐	
3	Sprinkler system alarm interface with other systems not isolated, inhibited or disabled	☐	☐	☐	

4 Alarm function test & pressure gauges

AS 1851-2012 · Table 2.4.2.1

#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Pressure gauge readings recorded before alarm function test — within ranges on the pressure gauge schedule	☐	☐	☐	
2	Alarm function test completed — alarm valve operated; time to alarm gong recorded (<=180 s general / <=90 s residential); test valve reset	☐	☐	☐	
3	Correct operation of each alarm signal verified; ASE activated where system is monitored	☐	☐	☐	
4	Pressure gauge readings recorded after alarm valve test — within ranges on the pressure gauge schedule	☐	☐	☐	

5 Pump start devices

AS 1851-2012 · Table 2.4.2.1

#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Automatic and manual pump start devices tested; pump operation verified	☐	☐	☐	
2	Pump cut-in pressures recorded and within pressure gauge schedule ranges	☐	☐	☐	

6 Records & restoration

AS 1851-2012

#	MONTHLY INSPECTION ITEM	P	F	N/A	COMMENTS
1	Any defects recorded and reported to the owner	☐	☐	☐	
2	Logbook / service records on site and up to date; baseline data available	☐	☐	☐	
3	All valves restored, alarms reset and system confirmed returned to normal at completion	☐	☐	☐	

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

ACCREDITATION / LICENCE NO.

DATE COMPLETED

Guidance only. This checklist is a practical guide to monthly routine service of automatic sprinkler systems under **AS 1851-2012, Table 2.4.2.1**. Applicable items, test methods and frequencies vary with the system type, its baseline data and the building's **fire safety schedule**. Always notify the monitoring centre before and after alarm testing, service to the manufacturer's requirements and the current edition of the Standard, and confirm the system is fully restored to normal on completion. This document does not replace a baseline data review or a competent, accredited assessment.