

**LOSS CONTROL DATA GUIDE**

## Facility Self Inspection And Fire Protection Equipment Inspection Report

Facility: \_\_\_\_\_ Inspector: \_\_\_\_\_  
 Location: \_\_\_\_\_ Date: \_\_\_\_\_  
**SPRINKLER SYSTEM CONTROL VALVES**

VALVE ID	LOCATION	OPEN	SHUT	LOCKED, SEALED OR TAMPER	DEFICIENCIES/ COMMENTS

Check the following at least weekly:

	YES	NO
Is the water supply in service? .....	<input type="checkbox"/>	<input type="checkbox"/>
Conditions of yard hydrants adequate? .....	<input type="checkbox"/>	<input type="checkbox"/>
Are private water supply tanks full? .....	<input type="checkbox"/>	<input type="checkbox"/>
Is building heat maintained above 40°F to prevent freezing of wet sprinkler systems? .....	<input type="checkbox"/>	<input type="checkbox"/>
Are private water supply tank heaters working? .....	<input type="checkbox"/>	<input type="checkbox"/>
Are fire department connections accessible-caps in place and free to rotate? .....	<input type="checkbox"/>	<input type="checkbox"/>
Are fire pumps set for automatic operation? .....	<input type="checkbox"/>	<input type="checkbox"/>
Were fire pumps tested today? (Show deficiencies in Comments Section) .....	<input type="checkbox"/>	<input type="checkbox"/>
Is all stock at 18" away from sprinkler heads? If not, Where? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are any sprinklers or sprinkler pipes bent/damaged? Where? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are any sprinkler heads painted, loaded, or corroded? Where? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are any sprinkler heads obstructed by partitions? Where? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are any fire doors inoperative, damaged, blocked by stock? Where? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are any smoke and heat vents damaged or inoperative? Where? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable/combustible liquids being properly stored/handled? .....	<input type="checkbox"/>	<input type="checkbox"/>
Is housekeeping practices adequate (storage heights OK, aisles clear, no trash, etc.)? .....	<input type="checkbox"/>	<input type="checkbox"/>
Are smoking policies being followed? .....	<input type="checkbox"/>	<input type="checkbox"/>
Is buildings general maintenance and conditions OK (broken windows/doors locks, etc.)? .....	<input type="checkbox"/>	<input type="checkbox"/>

**LOSS CONTROL DATA GUIDE continued**



<b>The Following Items Should Be Inspected At Least Monthly</b>									
<b>WET PIPE, DRY PIPE, DELUGE, AND PRE-ACTION SPRINKLER SYSTEMS (Test Quarterly)</b>									
SYSTEM ID	ALARM TESTED?		WATER PRESSURE		HEAT ADEQUATE?		AIR/SUPV. PRESS.	DEFICIENCIES/COMMENTS	
	YES	NO	STATIC	FLOW	YES	NO			
<b>AUTOMATIC EXTINGUISHING SYSTEMS (Check Monthly)</b>									
SYSTEM ID	TYPE	IN SERVICE?		DATE LAST SERVICED	DATE LAST TESTED	DEFICIENCIES/COMMENTS			
		YES	NO						
<b>STANDPIPE AND HOSE (Check Monthly)</b>									
LOCATION			HOSE SIZE	HOSE LENGTH	HOSE COND.	RACK COND.	DEFICIENCIES/COMMENTS		
<b>PORTABLE FIRE EXTINGUISHERS (Check Monthly)</b>									
LOCATION			TYPE AND SIZE	CHARGED?		PROPERLY INSTALLED?		LAST SERVICED	DEFICIENCIES/COMMENTS
				YES	NO	YES	NO		
<b>ADDITIONAL COMMENTS AND RECOMMENDATIONS</b>									
Report Reviewed By:						Date:			

The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to imply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.