What to record: Sprinkler system inspection report

Identify system type and areas covered (office, warehouse, freezer).
Valve room: control valve open, sealed, supervised, accessible.
Record gauge readings and compare to design when your form requires it.
Main drain test: location, static and residual pressure, time of test.
Waterflow and alarm tests when due on your interval sheet.
Fire department connection: caps, check valve, visible damage.
Pipe and fittings: leaks, mechanical damage, improper hangers.
Sprinkler heads: corrosion, loading, paint, orientation, clearance to storage.
Spare head cabinet: count matches label, wrench present.
Antifreeze, dry pipe air pressure, pre-action air maintenance when applicable.
Internal assessment or five-year tasks: note if due this calendar year.
Upload the contractor PDF after the visit; set the next due on the sprinkler asset.