



# Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555  
(540) 658-8648 · FAX (540) 658-9128 · [www.staffordfirerescue.com/fm](http://www.staffordfirerescue.com/fm)



Acceptance Testing/Inspection Checklist for:

## Sprinkler System Final Inspection (899)

### Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 13 – NFPA Standard for the Installation of Automatic Sprinkler Systems (2016)

NFPA 13R – NFPA Standard for the Installation of Automatic Sprinkler Systems in Residential (2016)

### Inspection Basics:

Yes	No	Item	Code Section
		Building address posted and visible from the street?	VCC 110.5
		Applicable construction permit posted?	VCC 110.5
		Approved plans on site?	VCC 109.5

If any of these are “No”, the inspection may be failed immediately

### Key Information:

Yes	No	Item	Code Section
		Is the NFPA 13 Above Ground Piping Certification completed by the installer and a copy available for your records?	NFPA 13, 24.1
		Is the sprinkler valve room clearly labeled on the access door?	VSFPC 509.1
		Are all valves open to allow water to flow into the system?	
		Are all valves and flow switches being monitored by an approved and operational fire alarm system?	VCC 903.4
		Is there normal pressure on the system gauges?	
		Is there at least one system calc plate posted illustrating the design residual/static pressures and other required design information? New systems also must have a permanent General Information Sign posted at the system/riser.	NFPA 13,24.5 and 24.6
		Are there at least 6 sprinkler heads (at least two for each type of head) and a sprinkler wrench in the sprinkler valve room?	NFPA 13, 6.2.9.1
		After a visual inspection of the system layout, is the system installed per the approved plans?	VCC 903.3
		Is the spacing between sprinkler heads at or below the maximum permitted by NFPA 13 or the listing (typical spacing between heads does not exceed 15ft in light or ordinary hazard systems)	NFPA 13, 8.5.3
		Is the spacing between sprinklers and walls no greater than ½ the allowed spacing between heads?	NFPA 13, 8.6.3.2.1
		Are all sprinklers at least 4” from any wall?	NFPA 13, 8.6.3.3
		Are additional sprinklers provided under fixed obstructions greater than 4 feet wide (HVAC duct work, low ceilings, etc)?	NFPA 13, 8.6.5.3.3
		Is adequate clearance to storage provided (typically 18 inches)	NFPA 13,8.5.6
		Are sprinkler heads located within 12 inches of the ceiling or roof peak? (See NFPA 13 Chapter 8 for spacing and distances near obstructed construction)	NFPA 13, 8.6.4.1.1
		Are there any dirty, painted, damaged or obstructed sprinkler heads?	NFPA 13, 6.2.6.2
		Are all enclosures, ceiling assemblies and ceiling tiles completely installed? Check for proper heating and insulation of piping.	NFPA 13, 3.7.2 and 8.16.4.1
		Are all valves and system components clearly labeled and accessible? This includes sectional control valves and drains throughout the system.	NFPA 13, 8.1.2



## Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555  
(540) 658-8648 · FAX (540) 658-9128 · [www.staffordfirerescue.com/fm](http://www.staffordfirerescue.com/fm)



### Main Drain Test and Flow Tests:

Yes	No	Item	Code Section
		Has notification been made to the alarm company, building occupants, and Stafford Emergency Communications Center (540-658-4440) to advise them that the system is being tested?	VSFPC 901.7
		Can the main drain be opened fully without causing water damage?	NFPA 13, 24.2.3
		Be sure to note the static pressure and the designed residual pressure prior to beginning the test. Open the main drain valve and let it run. When the pressure stabilizes, did the pressure drop and stay at or above the designed residual pressure?	NFPA 13, 2.3.4.1
		Did the fire alarm activate within 90 seconds? Be sure to test all flow alarms.	VCC 903.4.2
		Did the alarm company and Stafford ECC receive the exact building address(es) involved and the specific type/ location of alarm? Test at least one alarm all the way through to dispatch.	VCC 903.4.1

### Dry System/Pre-Action System Trip Test:

Yes	No	Item	Code Section
		Has notification been made to the alarm company, building occupants, and Stafford Emergency Communications Center (540-658-4440) to advise them that the system is being tested?	VSFPC 901.7
		Can the remote inspectors test valve be opened fully without causing water damage?	NFPA 13, 24.2.3.2.1
		Be sure to note the static pressure and the designed residual pressure prior to beginning the test. Open the inspectors test valve and let it run. Was there clear, consistent water flow present at the inspectors test valve discharge within about 60 seconds?	NFPA 13, 24.2.3.2.2
		Did the fire alarm activate within 90 seconds? Be sure to test all pressure alarms (water flow switches prohibited in dry systems).	VCC 903.4
		Did the alarm arriving at the dispatch center receive the exact building address(es) involved and the specific type and location of alarm?	VCC 903.4.2
		Are the high and low pressure supervisory signals functional at about 2psi above/below the normal system air pressure?	NFPA 13, 7.2.6.6

### Final Items:

Yes	No	Item	Code Section
		Is the system fully operational with all valves and system components in-service?	VSFPC 901.6
		Have all other related inspections and permits been passed? (Possibly including: 858, 859, 860 or 852, 854, 856, etc.)	VSFPC 901.5
		Is the system completely monitored by a functional and approved fire alarm system without any current trouble, supervisory, or alarm signals? (Verify that the fire alarm system is not out-of-service with Stafford ECC).	VSFPC 901.7
		Does the entire system appear to be installed per NFPA 13 or 13R and the proper certificates of completion submitted to the AHJ?	VCC 903.3