

# Pump house weekly inspection test card

FOR PRIVATE WATER SUPPLIES

## Weekly inspection and test card

Insured

Pump number

Address

Maintenance Contract with

### General requirements for sprinkler installations

It is essential that the system is subject to maintenance at least once every six months. This must be undertaken by a specialist company certified and registered with the The Loss Prevention Council Certification Board (LPCB) certification scheme for sprinkler maintenance companies, LPS 1048.

This card is provided for use in connection with the weekly inspection and testing of various types of private water supply, including fire pumps. A separate card should be used for each pump and all sections appropriate to the installation being tested should be completed.

The tests should be carried out weekly and the results recorded in the appropriate column on the inside of the card at the same time.

Guidance on the inspections and tests to be undertaken is given on the back of this card but, as a general principle, always follow manufacturer's published procedures.

Any defect revealed during test, or otherwise, must be remedied as a matter of urgency.

In the event of the installation, or any part of it, or the water supplies being impaired or rendered inoperative for any reason, the procedure stated on the back of the Pump House Weekly Inspection and Test Card must be followed.

**Please return this card to the Risk Management Technical Services Department of the Ecclesiastical insurance group, at the following address, as soon as is reasonably possible after 31<sup>st</sup> December.**

Ecclesiastical  
Beaufort House  
Brunswick Road  
Gloucester GL1 1JZ

When it feels **irreplaceable**, trust







### Water storage tank

1. Check water level indicator.
2. Check ball valve operation and verify tank water level.
3. Check pipe insulation undamaged and, in winter, heating to tank and pipework is functioning.
4. Check ladder and access platform in good condition and secure from unauthorised access.
5. Check for any damage to tank or roof.
6. Check for leaks.
7. Where applicable, check jackwell screens and foot valves are clean and free from obstruction.
8. Ensure test return line is drained.

### Pump house

1. Check ambient temperature before starting tests.
2. Check minimum temperature has not dipped below 10°C (4°C for an electric pump) and then reset. Check also that temperature does not rise by more than 10°C during test.

### Jockey pump

1. Isolate any other pumps. Record cut-in pressure of the jockey pump. Return these valves to normal position.

### Electric pump

1. Check mains power indicator on pump controller panel is lit.
2. Check/top up priming water, if applicable.
3. Isolate any other pumps. Record cut-in pressure of the electric pump. Return these valves to normal position.
4. Record the pump churning pressure and current.
5. (a) Check circulation relief valve is operating adequately.  
(b) If relief valve not fitted then open main test valve to obtain sufficient flow to prevent overheating.
6. Check temperature of packing glands. There should be a slight drip to maintain cooling.
7. Run pump for at least 10 minutes. Check pump bearings for overheating.
8. Whilst pump is running, check visual and audible alarms at remote indicator panel.
9. Close main test valve and shut off pump.
10. Start pump manually from the controller (if fitted).
11. Stop pump and return system to normal.

### Diesel pump

#### Note: Do not leave the diesel pump unattended during testing

1. Check/top-up engine oil and fuel.
2. Check indicator lamp for engine oil heater (if fitted).
3. (a) Check/top-up battery electrolyte.  
(b) Check specific gravity of battery electrolyte and if necessary replace battery.  
(c) Check battery charger functional, indicator lamps operative.
4. Check/top-up cooling water (if closed type cooling system).
5. Check/top-up priming water.
6. Check drive belt tension.
7. Isolate all other pumps. Record cut-in pressure of diesel pump. Return these valves to normal position.
8. (a) Check circulation relief valve is operating correctly.  
(b) If relief valve not fitted then open main test valve to obtain sufficient flow to prevent overheating.
9. Check for correct operation of cooling line.
10. Check temperature of packing glands. There should be a slight drip to maintain cooling.
11. Run for 30 minutes, checking 9 and 10 above regularly and noting any defects (such as leaks from hoses, oil pipes, exhaust system).
12. Whilst pump is running, check visual and audible alarms at remote indicator panel.
13. After 30 minutes with pump still running and valves closed record:
  - (a) Engine speed
  - (b) Churning pressure
  - (c) Engine oil pressure
  - (d) Engine oil temperature
  - (e) Hours engine run.
14. Shut off pump and start manually from controller.
15. Stop pump and return system to normal.
16. Refill fuel tank and ensure there is sufficient reserve supply to run the tank for six hours on full load.

On completion ensure that the system has been returned to normal, that all valves are set in the open or closed position as appropriate.