POLICY
To ensure fire sprinkler system is ready to perform as designed in event of fire.

PROCEDURES
Fire sprinkler system will be tested on a quarterly basis to ensure that waterflow alarm is functioning properly and check the amount of time it takes the alarm panel to register the waterflow alarm. Inspection will be performed by Maintenance Director under the supervision of Executive Director. Results will be recorded on Quarterly Waterflow Alarm Test Log and kept in the Safety Binder.

To test the waterflow alarm follow the following procedure

- Notify alarm monitoring company of the time the test will be performed
- Notify facility Administrator and DNS of test
- Turn off sound alarm
- Ensure employees are posted at each exit to prevent resident elopement
- Open test valve by turning it counter clockwise to release water
- Ensure waterflow from the test sprinkler
- Ensure that signal was sent to alarm panel to notify alarm monitoring company of sprinkler activation
- Ensure that automatic doors get unlocked as triggered by the alarm
- Close test valve by turning wheel clockwise as far as possible to stop waterflow
- Call alarm company to verify they received signal
- Ensure all automatic doors are locked after all testing concludes

Once the waterflow test valve is open water will flow from the test sprinkler drain outside on the north side of the building. Water flow will be heard from inside and can be seen outside. Water will continue to flow outside for up to two weeks after testing.

RELATED POLICIES/REFERENCES
Fire Safety and Disaster Plan

FORMS
Quarterly Waterflow Alarm Test Log