



## **FIRE DEPARTMENT SANTA CLARA COUNTY**

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# TESTING AND MAINTENANCE OF WATER-BASED FIRE PROTECTION SYSTEMS

California Law requires that quarterly, annual, and 5-year testing and maintenance reports be kept for all types of water-based fire protection systems. These types of systems include: Sprinkler Systems, Standpipe and Hose Systems, Private Fire Service Mains, Fire Pumps, Water Storage Tanks and Water Spray Fixed Systems.

In order to assist building owners with maintaining proper records, the Santa Clara County Fire Department is providing the enclosed packet of maintenance reports and instructions.

### **GENERAL REQUIREMENTS**

1. The responsibility of properly maintaining a water-based fire protection system shall be that of the owner of the property.
2. By means of periodic inspections, tests, and maintenance, the equipment shall be shown to be in good operating condition, or any defects or impairments shall be revealed.
3. Personnel who have developed competence through experience and training shall perform testing and inspections.
4. The owner of the property will keep records of all inspections and tests. Records of inspection, tests, and maintenance of the system and its components shall be made available to the fire department upon request.

### **RECORDS OF INSPECTIONS**

It is recommended that this packet be kept at the property and available for fire department review upon request.

Copies of additional forms can be found on our web site at [www.sccfd.org](http://www.sccfd.org).

If you have any questions, please contact our Fire Prevention Division at 408-378-4010 or by email at [prevention@sccfd.net](mailto:prevention@sccfd.net).

### **WHO MAY COMPLETE INSPECTIONS?**

Quarterly Inspections - A license is not required to perform inspections. Any person designated by the building owner or occupant who has developed competence through training and experience may conduct inspections.

Annual Inspections – A licensed California Contractor holding a California State Licensing Board (CSLB) C-16 license must complete this inspection.

Five-Year Inspections - A licensed California Contractor holding a California State Licensing Board (CSLB) C-16 license must complete this inspection.

## INSTRUCTIONS FOR COMPLETING INSPECTIONS

### FIRE SPRINKLER SYSTEMS

#### Fire Sprinkler Quarterly Inspections

[Access forms on forms page](#)

[Use Forms: AES 1 & AES 2 \(Pg 1 Only\)](#)

1. Three inspections are required each year. The fourth quarterly inspection is completed as part of the Annual inspection.
2. Building owners or their designated representatives may complete quarterly inspections.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 2, page 1 only.

#### Fire Sprinkler Annual Inspections

[Access forms on forms page](#)

[Use Forms: AES 1 & AES 2 \(Pgs 1-4\)](#)

1. One annual inspection is required.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 2 pages 1-4.
4. The contractor shall affix an inspection label to the system riser or main control valve.

#### Fire Sprinkler Five-Year Recertification Inspections

[Access forms on forms page](#)

[Use Forms: AES 1 & AES 2 \(Pgs 1-4\)](#)

1. Comprehensive inspection and recertification of fire sprinkler systems is required every 5 years.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 2 pages 1-4.
4. The contractor shall affix an inspection label to the system riser or main control valve.

### STANDPIPE AND HOSE SYSTEMS

#### Standpipe and Hose Systems Quarterly Inspections

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[Use Forms: AES 1 & AES 3 \(Pg 1 only\)](#)

1. Three inspections are required each year.
2. Building owners or their designated representatives may complete inspections.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 3, page one only.

#### Standpipe and Hose Systems Annual Inspections

[Access forms on forms page](#)

[Use Forms: AES 1 & AES 3 \(Pgs 1-3\)](#)

1. One annual inspection is required.

2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 3 pages 1-3.
4. The contractor shall affix an inspection label to the system riser or main control valve.

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#### Standpipe and Hose Systems Five-Year Recertification Inspections [Use Forms: AES 1 & AES 3 \(Pgs 1-3\)](#)

1. Comprehensive inspection and recertification of fire sprinkler systems is required every 5 years.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 3 pages 1-3.
4. The contractor shall affix an inspection label to the system riser or main control valve.

### **PRIVATE FIRE SERVICE MAINS**

#### Private Fire Service Mains Quarterly Inspections

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[Use Forms: AES 1 & AES 4 \(Pg 1 only\)](#)

1. Three inspections are required each year.
2. Building owners or their designated representatives may complete inspections.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 4 – page one only.

#### Private Fire Service Mains Annual Inspections

[Access forms on forms page](#)

[Use Forms: AES 1 & AES 4 \(Pg 1 & 2\)](#)

1. One annual inspection is required.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 through AES 4 pages 1-2.
4. The contractor shall affix an inspection label to the system riser or main control valve.

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#### Private Fire Service Mains Five-Year Recertification Inspections [Use Forms: AES 1 & 4 \(Pg 1 & 2\)](#)

1. Comprehensive inspection and recertification of fire sprinkler systems is required every 5 years.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 4 pages 1-2.
4. The contractor shall affix an inspection label to the system riser or main control valve.

### **FIRE PUMPS**

### Fire Pump Quarterly Inspections

[Access forms on forms page](#)

[☐ Use Forms: AES 1 & AES 5 \(Pg 1 only\)](#)

1. Three inspections are required each year.
2. Building owners or their designated representatives may complete inspections.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 5 – page one only

### Fire Pump Annual Inspections

[Access forms on forms page](#)

[☐ Use Forms: AES 1 & AES 5 \(Pg 1 to 8\)](#)

1. One annual inspection is required.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 5 pages 1-8.
4. The contractor shall affix an inspection label to the system riser or main control valve.

### Fire Pump Five-Year Recertification Inspections

[Access forms on forms page](#)

[☐ Use Forms: AES 1 & AES 5 \(Pg 1 to 8\)](#)

1. Comprehensive inspection and recertification of fire sprinkler systems is required every 5 years.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 5 pages 1-8.
4. The contractor shall affix an inspection label to the system riser or main control valve.

## **WATER STORAGE TANKS**

### Water Storage Tanks Quarterly Inspections

[Access forms on forms page](#)

[☐ Use Form: AES 1 & AES 6 \(Pg. 1 only\)](#)

1. Three inspections are required each year.
2. Building owners or their designated representatives may complete inspections.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 6 – page one only

### Water Storage Tanks Annual Inspections

[Access forms on forms page](#)

[☐ Use Forms: AES 1 & AES 6 \(Pgs 1 to 2\)](#)

1. One annual inspection is required.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 6 pages 1-2.
4. The contractor shall affix an inspection label to the system riser or main control valve.

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Water Storage Tanks Five-Year Recertification Inspections [☐ Use Forms: AES 1 & AES 6 \(Pgs 1-2\)](#)

1. Comprehensive inspection and recertification of fire sprinkler systems is required every 5 years.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 6 pages 1-2.
4. The contractor shall affix an inspection label to the system riser or main control valve.

### **WATER SPRAY FIXED SYSTEMS**

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Water Spray Fixed Systems Quarterly Inspections [☐ Use Forms: AES 1 & AES 7 \(Pgs 1 only\)](#)

1. Three inspections are required each year.
2. Building owners or their designated representatives may complete inspections.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 7 – page one only

[Access forms on forms page](#)

Water Spray Fixed Systems Annual Inspections [☐ Use Forms: AES 1 & AES 4 \(Pgs 1-4\)](#)

1. One annual inspection is required.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 through AES 4 pages 1-4.
4. The contractor shall affix an inspection label to the system riser or main control valve.

[Access forms on forms page](#)

Water Spray Fixed Systems Fire-Year Recertification Inspections [☐ Use Forms: AES 1 & AES 7 \(Pgs 1-4\)](#)

1. Comprehensive inspection and recertification of fire sprinkler systems is required every 5 years.
2. A licensed California Fire Protection Contractor holding a C-16 contractor's license must complete this inspection.
3. Inspection shall be documented on State Fire Marshal Form AES 1 and AES 7 pages 1-4.
4. The contractor shall affix an inspection label to the system riser or main control valve.

**ATTACHMENTS** California State Fire Marshal form AES 1, AES 2, AES 3, AES 4, AES 5, and AES 6.

General Instruction Sheet/Fire Preention/12/07/10/dh