Sprinkler system log book

Template to print and fill in by hand · Works to BS EN 12845, without quoting it · Check the current edition

Kerova

How often

- **Events:** Every time: alarms, activations, false alarms and faults, with the cause if known and what was done.
- **Impairments:** Whenever any part of the system is shut down or out of action, for work or for any other reason: when it went off, why, who was told, the extra precautions, and when it was back in service.
- **Maintenance and changes:** Each service visit, repair, and any change to the building or the system that could affect it.

System details

Site name

Site address

Responsible person

Installations (valve sets), and what each protects

Water supplies

Pump sets (if any)

Installed to (standard, if known)

Servicing company and phone

Insurer (if they asked to be told of impairments)

Events: alarms, activations, false alarms and faults

Write down every event. Give the cause if it's known and what was done about it.

Date and time	Installation	What happened	Cause, and what was done	Signed

Impairments: when any part was shut down or out of action

Before anything is shut down, follow your own procedure and tell whoever it says (for example the insurer). Note the extra precautions taken while it was off.

Off (date, time)	Installation / part	Why	Who was told	Precautions while off	Back on (date, time)	Signed

Maintenance, repairs and changes

Date	Company and engineer	Service, repair or change	Defects found / left	Report ref.