Asset & follow-up log

Owner records for hydrants, sprinklers, standpipes, backflow and underground supplies

PROPERTY / SITE ADDRESS

PROVINCE: AB / BC ASSET / AREA ID

COMPLETED BY / ROLE

DATE / TIME

RECORDKEEPING ROUTINE
Recommended record review: monthly, and after changes or qualified service visits. Enter the actual required inspection/test dates from your provider or utility; do not substitute the owner-round schedule.

ASSET REGISTER

Asset ID / type	Location / make / model / ownership	Qualified service / test due	Report / photo reference

FINDINGS & ACTION TRACKER

Record the asset, concern, date/time, person notified and agreed next step. Carry open items forward. Closure requires the follow-up evidence; this sheet does not certify equipment.

Date / ID	Concern / location / person notified	Assigned person / target date	Closed date / evidence reference

Urgent concerns: notify the site fire-safety contact and qualified provider promptly and follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

Reviewed by: _____ Date: _____ Next record review: _____

Keep completed sheets and related service reports with site records under the applicable local requirements and site policy. Read the schedule and safe-use guide before using the forms.