Owner checks between service visits

Schedule guide for Alberta and British Columbia properties

> These are FourPoint recommendations for low-risk observations and housekeeping, not code-mandated inspection, testing or maintenance intervals. Your fire safety plan, local authority, utility, manufacturer and qualified service provider may require different or more frequent duties.

Use only where safe, authorized and understood

Stay on normal access routes and observe without tools, ladders or handling equipment. Do only ordinary housekeeping you are authorized to perform safely. If access is unsafe or you cannot assess something, record it for follow-up. Ask your site coordinator to assign trained people to any system-status duties.

FORM / EQUIPMENT	RECOMMENDED OWNER OBSERVATION ROUTINE
Private hydrants	Monthly + weather or site changes.
Wet-pipe sprinklers	Monthly + layout, storage or tenancy changes.
Freeze readiness	Before winter + daily in freezing weather.
Standpipes & fire-department connections	Monthly + access changes or snowfall.
Backflow & cross-connections	Monthly + plumbing or water-use changes.
Underground fire-water supplies	Monthly + before ground work or after site damage.
Dry-pipe sprinkler systems	Weekly + daily heating/status in freezing weather.
Asset & follow-up log	Review monthly and after changes or service visits. Carry unresolved items forward until documented closure.

Before starting

Confirm equipment, ownership, safe access, posted limits and the site contact. Establish the separate qualified service schedule. Print one sheet per asset or area and retain completed sheets with service records.

Alberta & British Columbia

A shared owner record; local requirements must be confirmed separately

Alberta

Use Alberta's official fire-code page to establish the code in force and applicable notices. Confirm the locally adopted requirements, inspection/testing intervals, worker qualifications, reporting and site fire safety plan with the local fire authority and qualified provider. Do not assume an annual visit covers all required duties.

British Columbia

Use the provincial BC Fire Code page and applicable amendments, then confirm requirements with your local fire authority. The site, system type, occupancy, local bylaws and utility rules matter. These forms do not transfer requirements from one municipality to another.

Backflow testing: confirm your water utility

Aquatera's published program requires annual testing for industrial, commercial and institutional customers by approved certified testers, with additional testing after installation and specified device work. Its general residential policy differs. Elsewhere in Alberta or BC, including Dawson Creek, ask the supplying utility about applicability, frequency, accepted testers and report submission. Do not assume the same rule applies everywhere.

Keep technical maintenance with qualified personnel

Hydrant servicing, sprinkler and standpipe testing, valve operation, draining, antifreeze work, backflow testing, repairs, alterations, excavation and confined-space work are outside these owner rounds. Follow the qualifications, permits and procedures applicable to each task. Contact FourPoint to discuss scope and service availability.

Urgent findings and suspected impairment

Do not wait for the next round to report a leak, damaged equipment, suspected freezing, displayed fault or possible loss of protection. Notify the site fire-safety/impairment coordinator and qualified provider promptly and follow the site impairment plan, including required notifications and protective measures. Do not reset, silence or isolate equipment as part of this checklist. For fire or immediate danger, use the emergency plan and call 911.

Before ground disturbance

Use Utility Safety Partners in Alberta or BC 1 Call in British Columbia. Obtain and review the required responses and arrange private-service locating where needed; one-call systems do not establish that every private service is marked. Keep excavation and supply changes with authorized qualified contractors.

Sources & site setup

Official sources and technical background reviewed 11 November 2026

The monthly, weekly and daily owner routines are FourPoint recommendations, not intervals quoted from these sources. Obtain the applicable standards and site instructions for required technical duties.

AB / Alberta: fire codes and standards - www.alberta.ca
Official starting point for the fire code in force and provincial notices.

BC / British Columbia: BC Fire Code - www2.gov.bc.ca
Official code and provincial amendment information; confirm local application.

ITM / NFPA 25: water-based fire protection - www.nfpa.org
Scope and standard information. The edition adopted locally must be established.

WATER / Aquatera: cross-connection control - www.aquatera.ca
Local utility program, testing requirements and approved tester information.

WINTER / NFSA: fire sprinkler freeze protection - nfsa.org
Freeze risks and professional preparation; does not establish Canadian legal intervals.

SPRINKLER / UL Solutions: existing sprinkler condition - www.ul.com
Background on visible sprinkler condition and qualified follow-up.

ACCESS / West Vancouver: fire inspection guidance - westvancouver.ca
Examples of accessible, capped FDCs; local guidance, not a province-wide schedule.

SNOW / Edmonton: seasonal fire safety - www.edmonton.ca
Winter access and safe seasonal housekeeping.

DIG-AB / Alberta: Utility Safety Partners - utilitysafety.ca
Locate notification process before ground disturbance.

DIG-BC / British Columbia: BC 1 Call - www.bc1c.ca
Locate requests and member responses before digging; arrange private locates as needed.

DRY / NFSA: cold-weather sprinkler guidance - nfsa.org
Dry systems can retain water; arrange qualified condensate management and freeze preparation.

MAKER / Viking: dry-pipe system resources - www.vikinggroupinc.com
Find instructions for the installed valve, air supply and related components; settings vary by system.

Digital source links: fourpointfire.com/owner-checklists.html#sources

SITE CONTACTS / IMPAIRMENT COORDINATOR / QUALIFIED PROVIDER + PHONE

Private hydrants

Owner visual checks, access and housekeeping

PROPERTY / SITE ADDRESS

PROVINCE: AB / BC ASSET / AREA ID

COMPLETED BY / ROLE

DATE / TIME

FOURPOINT RECOMMENDED OWNER ROUTINE
Recommended owner round: monthly, and after snowfall, landscaping, vehicle impact or known hydrant use. Check access more often when weather or site activity can obstruct it.

Tick one: Observed = no concern noted; Follow up = concern / not assessed; N/A = not applicable. Visual only; does not prove operation.

OWNER OBSERVATION / HOUSEKEEPING	Observed	Follow up	N/A
01 Hydrant location and asset ID are identifiable from the site records; report missing or unreadable identification.	☐	☐	☐
02 Access route and working space are free of parked vehicles, stored materials and vegetation; use the site-required clearance.	☐	☐	☐
03 Snow and ice are not hiding the hydrant or blocking access. Arrange safe clearance without striking the equipment.	☐	☐	☐
04 From outside, note missing caps, leaning, broken parts, impact marks or obvious corrosion; do not remove caps.	☐	☐	☐
05 Look for visible leakage, unusual pooling, ice or ground movement around the hydrant; report concerns promptly.	☐	☐	☐
06 Markers and protective posts, where provided, are visible and show no obvious damage; record changes.	☐	☐	☐
07 Record recent use, damage reports and any outstanding technician recommendations in the asset log.	☐	☐	☐

FINDINGS / LOCATION / PHOTO REFERENCE / PERSON NOTIFIED

Follow-up owner: _____ Target date: _____ Next owner round: _____

QUALIFIED WORK / LIMITS: Arrange qualified personnel for operation, flushing, flow testing, lubrication, winterization, repairs, replacement or installation. Do not paint, remove caps or operate hydrants. Report municipal hydrant concerns to the municipality or water utility.

ACT PROMPTLY: Report suspected impairment to the site fire-safety contact and qualified provider; follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

AB / BC code sources; NFPA 25 scope; Edmonton seasonal guidance. See the schedule guide.

Wet-pipe sprinklers

Owner observations from a safe, accessible position

PROPERTY / SITE ADDRESS

PROVINCE: AB / BC ASSET / AREA ID

COMPLETED BY / ROLE

DATE / TIME

FOURPOINT RECOMMENDED OWNER ROUTINE
Recommended owner round: monthly, and after storage, tenancy or ceiling changes, leaks or impact. Complete any more frequent duties assigned in your site fire safety plan separately.

Tick one: Observed = no concern noted; Follow up = concern / not assessed; N/A = not applicable. Visual only; does not prove operation.

OWNER OBSERVATION / HOUSEKEEPING	Observed	Follow up	N/A
01 Visible sprinklers are not blocked by new storage, signs or decorations; maintain the clearance specified for this system.	☐	☐	☐
02 Look for visibly painted, damaged, corroded, dirty or leaking sprinklers. Report them; do not clean or touch them.	☐	☐	☐
03 Nothing is hanging from sprinklers, pipes or supports. Report new attachments without disturbing the system.	☐	☐	☐
04 Visible pipework and supports show no obvious leaks, impact damage or displacement from this viewing position.	☐	☐	☐
05 Riser rooms and labelled equipment remain accessible, with no new storage obstructing service access.	☐	☐	☐
06 Note visible water, ice, heating problems or a displayed fault/supervisory signal; notify the site contact promptly.	☐	☐	☐
07 Service records and outstanding deficiency reports are available; log changes in use, layout or storage for review.	☐	☐	☐

FINDINGS / LOCATION / PHOTO REFERENCE / PERSON NOTIFIED

Follow-up owner: _____ Target date: _____ Next owner round: _____

QUALIFIED WORK / LIMITS: Use qualified personnel for sprinkler inspection, testing, cleaning, replacement, repairs and alterations. Do not turn valves, open test drains, reset alarms or alter piping. Design and storage changes need qualified review.

ACT PROMPTLY: Report suspected impairment to the site fire-safety contact and qualified provider; follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

AB / BC code sources; NFPA 25 scope; UL sprinkler guidance. See the schedule guide.

Freeze readiness

Wet, dry and preaction fire-water systems, where installed

PROPERTY / SITE ADDRESS _____ **PROVINCE: AB / BC ASSET / AREA ID** _____

COMPLETED BY / ROLE _____ **DATE / TIME** _____

FOURPOINT RECOMMENDED OWNER ROUTINE
Recommended owner routine: a pre-winter review, then daily heating/status observations during freezing weather and after power or heating failures. Review monthly in other seasons. Follow stricter site duties.

Tick one: Observed = no concern noted; Follow up = concern / not assessed; N/A = not applicable. Visual only; does not prove operation.

OWNER OBSERVATION / HOUSEKEEPING	Observed	Follow up	N/A
01 Confirm the site has assigned a trained contact for cold-weather observations and an after-hours escalation contact.	☐	☐	☐
02 From normal access, check that heated equipment spaces are protected from open doors, broken windows or obvious drafts.	☐	☐	☐
03 If assigned and trained, read the room temperature/display and compare with the site-posted minimum; record it below.	☐	☐	☐
04 Note a heating failure, power outage, heat-trace fault indication or displayed system trouble; report promptly.	☐	☐	☐
05 Look for visible ice, frost, water staining or leakage on accessible equipment without handling it.	☐	☐	☐
06 For dry/preaction systems, report unusual compressor cycling or abnormal displayed status; do not adjust controls.	☐	☐	☐
07 Confirm qualified winter preparation and any required drainage/testing are scheduled in the separate service plan.	☐	☐	☐

Room temperature / time: _____ Site-posted minimum: _____

FINDINGS / LOCATION / PHOTO REFERENCE / PERSON NOTIFIED

Follow-up owner: _____ Target date: _____ Next owner round: _____

QUALIFIED WORK / LIMITS: Leave auxiliary draining, trip tests, air-pressure adjustments, antifreeze work, heat-trace repairs and thawing to qualified personnel. Never use an open flame, add antifreeze or disable a system to prevent freezing.

ACT PROMPTLY: Report suspected impairment to the site fire-safety contact and qualified provider; follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

AB / BC code sources; NFSA freeze-protection guidance. See the schedule guide.

Standpipes & fire-department connections

Owner access and exterior visual record

PROPERTY / SITE ADDRESS

PROVINCE: AB / BC ASSET / AREA ID

COMPLETED BY / ROLE

DATE / TIME

FOURPOINT RECOMMENDED OWNER ROUTINE
Recommended owner round: monthly, and after parking, grounds, storage or building changes, snowfall or impact. Follow the access arrangements and clearances established for your site.

Tick one: Observed = no concern noted; Follow up = concern / not assessed; N/A = not applicable. Visual only; does not prove operation.

OWNER OBSERVATION / HOUSEKEEPING	Observed	Follow up	N/A
01 Fire-department connections (FDCs) can be located from their signs and are not hidden by vehicles, snow or vegetation.	☐	☐	☐
02 Approach routes and the site-required working space are unobstructed; arrange safe housekeeping where authorized.	☐	☐	☐
03 Caps or covers appear present and secure from the outside. Report missing parts; do not remove or reinstall them.	☐	☐	☐
04 Visible connections, valves and exposed pipework show no obvious damage, leakage or vandalism.	☐	☐	☐
05 Standpipe outlet locations and identification remain accessible; report blocked cabinets or unreadable signs.	☐	☐	☐
06 Where hose cabinets are installed, note visible missing or damaged contents without opening sealed equipment or handling hose.	☐	☐	☐
07 Note changed access routes, construction or outstanding service recommendations in the site records.	☐	☐	☐

FINDINGS / LOCATION / PHOTO REFERENCE / PERSON NOTIFIED

Follow-up owner: _____ Target date: _____ Next owner round: _____

QUALIFIED WORK / LIMITS: Use qualified personnel for internal inspections, cap removal, hose handling, valve operation, flow/pressure testing, repairs and alterations. Do not open hose valves or flow water as an owner check.

ACT PROMPTLY: Report suspected impairment to the site fire-safety contact and qualified provider; follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

AB / BC code sources; NFPA 25 scope; West Vancouver visual-access guidance. See the schedule guide.

Backflow & cross-connections

Owner observations and utility testing reminders

PROPERTY / SITE ADDRESS

PROVINCE: AB / BC ASSET / AREA ID

COMPLETED BY / ROLE

DATE / TIME

FOURPOINT RECOMMENDED OWNER ROUTINE
Recommended owner round: monthly, and after plumbing or water-use changes. Confirm the required certified test interval with your water utility; a monthly visual round does not replace testing.

Tick one: Observed = no concern noted; Follow up = concern / not assessed; N/A = not applicable. Visual only; does not prove operation.

OWNER OBSERVATION / HOUSEKEEPING	Observed	Follow up	N/A
01 Device ID, location and water utility are recorded; the device and its service area remain accessible.	☐	☐	☐
02 Look for leakage, unusual discharge, flooding, freeze exposure or impact damage; report rather than adjust the device.	☐	☐	☐
03 Observe that existing discharge/drain arrangements have not been obstructed or altered; do not fit hoses or plugs.	☐	☐	☐
04 Hose ends are kept out of tanks, sinks, chemical containers and other potentially contaminated water; report risky connections.	☐	☐	☐
05 Record new equipment, irrigation, process uses, temporary connections or plumbing alterations for qualified/utility review.	☐	☐	☐
06 Latest test report and utility-required next test date are recorded; follow up on overdue or failed test reports.	☐	☐	☐
07 Use a tester accepted by the water utility and keep proof of test submission where required.	☐	☐	☐

Utility / device ID: _____ Certified test due: _____

FINDINGS / LOCATION / PHOTO REFERENCE / PERSON NOTIFIED

Follow-up owner: _____ Target date: _____ Next owner round: _____

QUALIFIED WORK / LIMITS: Leave test-cock/valve operation, certification tests, bypasses, repairs, cleaning and device selection to qualified personnel accepted by the utility. Aquatera requires annual testing for ICI customers; confirm the rules for your property.

ACT PROMPTLY: Report suspected impairment to the site fire-safety contact and qualified provider; follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

Aquatera cross-connection program; AB / BC code sources. See the schedule guide for applicability.

Underground fire-water supplies

Surface observations, records and work coordination

PROPERTY / SITE ADDRESS

PROVINCE: AB / BC ASSET / AREA ID

COMPLETED BY / ROLE

DATE / TIME

FOURPOINT RECOMMENDED OWNER ROUTINE
Recommended owner round: monthly, before planned ground disturbance, and after excavation, heavy vehicle activity, storms or unexpected settlement. Use safe walking routes and report unstable ground.

Tick one: Observed = no concern noted; Follow up = concern / not assessed; N/A = not applicable. Visual only; does not prove operation.

OWNER OBSERVATION / HOUSEKEEPING	Observed	Follow up	N/A
01 Available site plans identify private fire-water routes, known valves and hydrants; record ownership and uncertain locations.	☐	☐	☐
02 Visible valve-box and chamber covers are identifiable, accessible and show no obvious damage; do not open or enter them.	☐	☐	☐
03 Note unusual wet ground, persistent pooling, ice or water emerging where it is not expected; report promptly.	☐	☐	☐
04 Look for new settlement, sinkholes, washout, exposed pipe or impact damage from a safe distance; keep clear of unstable areas.	☐	☐	☐
05 Report paving, fencing, stockpiles or landscaping that could obstruct future access or bury identification.	☐	☐	☐
06 Before digging, arrange the appropriate locate request and private-service locating; confirm responses and work authorization.	☐	☐	☐
07 Log completed ground work, contractor records, updated drawings and any suspected supply interruption for follow-up.	☐	☐	☐

FINDINGS / LOCATION / PHOTO REFERENCE / PERSON NOTIFIED

Follow-up owner: _____ Target date: _____ Next owner round: _____

QUALIFIED WORK / LIMITS: No excavation, cover lifting, chamber entry, valve operation, leak isolation or pressure testing is included. Use qualified contractors and required approvals. One-call responses may not cover private services or non-member utilities.

ACT PROMPTLY: Report suspected impairment to the site fire-safety contact and qualified provider; follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

Utility Safety Partners (Alberta); BC 1 Call; AB / BC code sources. See the schedule guide.

Dry-pipe sprinkler systems

Owner observations of air supply, heating and visible condition

PROPERTY / SITE ADDRESS

PROVINCE: AB / BC ASSET / AREA ID

COMPLETED BY / ROLE

DATE / TIME

FOURPOINT RECOMMENDED OWNER ROUTINE
Recommended owner routine: weekly, before winter and after system use or power/heating failure. During freezing weather, observe heating/status daily. Follow more frequent site duties; this is not the required technical service schedule.

Tick one: Observed = no concern noted; Follow up = concern / not assessed; N/A = not applicable. Visual only; does not prove operation.

OWNER OBSERVATION / HOUSEKEEPING	Observed	Follow up	N/A
01 Confirm the dry-valve/system ID and site contact; keep the valve enclosure and equipment access clear.	☐	☐	☐
02 If assigned and trained, read air/nitrogen and water gauges without adjusting them; compare with site-posted ranges.	☐	☐	☐
03 Note a low-air, supervisory or trouble indication. Report promptly; do not acknowledge, silence or reset it.	☐	☐	☐
04 Report unusual compressor cycling, continuous running, hissing or an air/nitrogen supply fault; do not adjust controls.	☐	☐	☐
05 Look for heating failure, open doors, frost, ice or leakage around the dry-valve enclosure and accessible wet portions.	☐	☐	☐
06 From safe access, note visibly damaged, painted, leaking or obstructed sprinklers and visible pipe/support damage.	☐	☐	☐
07 Check that a qualified condensate/auxiliary-drain plan is recorded for before freezing, after system use and as needed.	☐	☐	☐

Air/N2: _____ Water: _____ Units: PSI / kPa Posted ranges: _____

FINDINGS / LOCATION / PHOTO REFERENCE / PERSON NOTIFIED

Follow-up owner: _____ Target date: _____ Next owner round: _____

QUALIFIED WORK / LIMITS: Leave auxiliary/drum-drip draining, trip/flow tests, valve resets, air-pressure adjustments and repairs to qualified personnel. Dry piping can trap water and freeze. Never open drains or valves, thaw piping or disable the system as an owner check.

ACT PROMPTLY: Report suspected impairment to the site fire-safety contact and qualified provider; follow the site impairment plan. Fire or immediate danger: follow the emergency plan and call 911.

NFSA cold-weather guidance; Viking dry-system resources; AB / BC code sources. See the guide.

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.