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