



# Fire Sprinkler System Valve Closing/Reopening Notice

**Failure to notify EMC Insurance of the closing of your fire sprinkler system valves may affect your coverage.**

Please complete and FAX to 877-312-3771 or complete the on-line version at [www.emcins.com](http://www.emcins.com)

Name of Company: \_\_\_\_\_  
Policy Number: \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

### Affected Sprinklered Location Information

Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Title: \_\_\_\_\_

**Closing Information** (Complete prior to or soon after valves are closed.)

Date of Closing: \_\_\_\_\_ Time of Closing: \_\_\_\_\_  AM/ PM

Reason for Closing: \_\_\_\_\_

What precautions are you implementing during valve closing? (Please check all that apply)

- Contact EMC Insurance – online or FAX
- Contact local Fire Department
- Contact your insurance agent
- Discontinue hazardous operations (cutting, welding, or other Hot Work)
- Initiate fire watch in all deactivated areas
- Connect fire hose from hydrant to siamese (fire department) connection
- Station a person at valve
- Lay fire hose from hydrant to deactivated areas
- Alert fire brigade
- Bring extra fire extinguishers into deactivated areas
- Have plugs on hand for closing open pipes

**Reopening Information** (Complete when valves are reopened and FAX document to EMC Insurance.)

Date of Reopening: \_\_\_\_\_ Time of Reopening: \_\_\_\_\_  AM/ PM

All valves reopened?  Yes  No

Main Drain test performed?  Yes  No Results: \_\_\_\_\_

Inspector's test performed?  Yes  No By whom: \_\_\_\_\_

State and local statutes, codes and regulations may require licensing of persons who conduct inspections, maintenance or tests on fire sprinkler systems. Contact your local fire code official or legal representative regarding possible restrictions before performing any tasks related to the fire sprinkler system.