SPRINKLER RECORDS / 01

BUILD A REQUESTED-DOCUMENT MANIFEST

Copy the provider's request, not a presumed required-record list. Repeat for additional documents.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Document A / system label / provider's document type / requested purpose

Document A: version or date requested / version or date located / custodian role

Document A: provider's record-stage description / clarification needed

Document B / system label / provider's document type / requested purpose

Document B: version or date requested / version or date located / custodian role

Document B: provider's record-stage description / clarification needed

Preparation only. Not a required-record list, retention, inspection, design, testing, shutdown, impairment, code or legal guide. Record receipt is not system acceptance or safety clearance. Keep plans and access details private.

SPRINKLER RECORDS / 02

TRACK SHARING AND RECORD GAPS

Use the same document labels. A sent file is not confirmed receipt, and receipt is not acceptance.

Document A / recipient role / private sharing instruction reference

Document A: requested / located / sent / received - record each known date

Document B / recipient role / private sharing instruction reference

Document B: requested / located / sent / received - record each known date

Missing or superseded document / question / responsible role / provider reply

Version mismatch or other open item / provider's next step / follow-up owner

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SPRINKLER RECORDS / 03

CHECK THE DOCUMENT HANDOFF

Tick what has been clarified. This checklist does not certify records or system condition.

- [ ] Every document label points to an actual provider request
- [ ] Requested and located versions or dates are separate
- [ ] The provider has clarified unfamiliar record types or stages
- [ ] Custodian and recipient roles are identified
- [ ] Actual plans and security-sensitive records remain private
- [ ] Requested, located, sent and received states are distinguished
- [ ] Missing or superseded versions have a provider-response owner
- [ ] Receipt is not treated as technical acceptance or safety clearance

Provider review-response reference / document labels addressed / open items

Returned-record list or manifest version / recipient / receipt still to confirm

Unanswered document question / responsible role / next conversation

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SPRINKLER RECORDS / 04

QUESTIONS FOR THE SPRINKLER PRO

Ask about the proposed record review and handoff. Leave technical determinations to the provider.

Request: which document types and versions do you need, and for what purpose?

Labels: how should systems and documents match your request and returned list?

Stages: which are installation or acceptance records versus later service reports?

Sharing: who provides and receives each record, and through which private process?

Gaps: how will missing, superseded or mismatched versions be addressed?

Deliverables: what review results, open-item list and handoff are included?

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SPRINKLER RECORDS / 05

COMPARE RECORD-REVIEW SCOPE

Use Provider A and B against the same document manifest. Do not compare technical conclusions here.

Provider A / B / proposal dates / shared manifest version

Requested records, proposed review and excluded document work - A / B

Private sharing, missing-version handling and follow-up roles - A / B

Returned-record list, open items, timing and written terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a Fire Sprinkler Systems request. Describe non-sensitive service and record-coordination needs so participating pros can compete with proposals. Compare proposed review, handoff records, exclusions, timing and written terms. Keep technical assessment and actual records with qualified providers through private channels.

One request. Every pro's best offer.

Start a request

Participation varies. A qualified provider may need a site and private record review before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/fire-sprinkler-systems

NFSA: documentation and owner records (official reference)

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