

Backflow prevention assembly annual maintenance checklist

The annual backflow preventer service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against the local water authority requirements, ASSE guidance. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: A certified backflow tester, often a specialty subcontractor rather than the general service tech. When: Once a year, timed to meet the water authority's required test window for the assembly's certification.

Before isolation

- ☐ **Owner notified before water service is interrupted**
Owner told when and for how long service downstream of the assembly will be off, so occupants and processes that rely on it are planned for. No photo required
- ☐ **Impairment procedure followed on a fire service assembly**
Where the assembly feeds sprinklers or standpipes, the monitoring company and owner are notified and the owner's impairment procedure is in place. No photo required

Certified test

- ☐ **Check valves tested for tightness with a calibrated test kit**
Each check holds the required differential without leaking through, reading recorded on the test form. 2 photos required
- ☐ **Relief valve tested for opening and reseating**
Relief valve opens at the correct differential and closes fully afterward with no continued drip. 1 photo required
- ☐ **Test gauge calibration verified before testing**
Gauge calibration sticker current and within the required interval before the test is trusted. 1 photo required
- ☐ **As-found readings recorded before any cleaning or repair**
The first test result is written down as found, so a failure is still reported to the water purveyor even when the assembly passes after repair. No photo required

Shutoff and physical condition

- ☐ **Shutoff valves exercised full stroke and checked for tight shutoff**
Valve closes fully with no bypass flow, then reopens fully without sticking. 1 photo required
- ☐ **Assembly body and fittings inspected for corrosion or damage**
No pitting, cracking or previous repair points showing signs of failure. 1 photo required
- ☐ **Installed orientation and clearances match its approval**
Assembly mounted in a flow orientation its approval allows, with the clearance to floor, wall or grade the water authority requires, and any change since last test reported. 1 photo required

Return to service

- ☐ **Shutoffs reopened and water service restored**
Both shutoffs fully open, test cocks closed, the owner told service is back, and on a fire line the monitoring company told it is restored. 1 photo required

- ☐ **Assembly left protected as found after the test**
Any enclosure, pit cover, insulation, heater or heat trace found on the assembly put back and on, so it is left no less protected than before the test. 1 photo required
- ☐ **Assembly tag updated with this test**
Tag on the body shows this test's date, result and tester, readable and fixed to the assembly. 1 photo required

Closeout

- ☐ **Test results recorded on the required report form**
Form filled out completely with readings, dates, tester certification number and assembly identification. 1 photo required
- ☐ **Report filed with the water authority and copy retained on site**
Submission confirmed (not just mailed), and a copy kept with the building's mechanical records. No photo required