

Backflow prevention assembly quarterly maintenance checklist

A quarterly backflow preventer round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against the local water authority requirements, ASSE guidance. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing or fire protection service tech on the contracted quarterly visit. When: Every quarter, with extra attention to freeze protection when the assembly is exposed and winter is approaching.

Visual condition

- ☐ **Shutoff valves confirmed fully open**
Both upstream and downstream shutoffs fully open and free to operate, not partially closed. 1 photo required
- ☐ **Assembly and test cocks checked for leaks**
No dripping or weeping at test cocks, relief port or body seals. 2 photos required
- ☐ **Relief port watched for spitting or steady discharge**
On reduced pressure assemblies the port stays dry at steady flow; intermittent or constant discharge is reported for the certified tester. No photo required
- ☐ **Drainage below the assembly checked clear**
Air gap funnel, floor drain or grade below the assembly open and flowing, so any discharge leaves the room or pit without flooding it. 1 photo required
- ☐ **Assembly supports and piping alignment checked**
Assembly carried on its own supports, no sag or strain at the flanges or unions, and no impact damage from traffic or equipment. 1 photo required

Enclosure and freeze protection

- ☐ **Enclosure or pit condition inspected**
Cover secure, drainage clear, no standing water or debris around the assembly. No photo required
- ☐ **Heater and insulation checked in cold-weather locations**
Heater plugged in and functioning, insulation intact, no exposed piping ahead of a freeze. No photo required

Signage and access

- ☐ **Identification tag and signage present and legible**
Tag shows assembly identification, size and last test date, still readable and attached. 1 photo required
- ☐ **Access for testing confirmed clear**
Test cocks reachable without moving stored material, ladder or panel access unobstructed. 1 photo required
- ☐ **Assembly nameplate matched against the building records**
Make, model, type, size and serial number cast or tagged on the body match the backflow records held for the building. 1 photo required
- ☐ **Next test due date checked with the owner**
Last test date compared with the water purveyor's schedule, and an overdue or soon-due annual test reported to the owner for booking. No photo required

Records and reporting

- ☐ Latest certified test report confirmed on file
The most recent annual test report and its submission to the water purveyor are in the building records, or the gap is reported. No photo required
- ☐ Quarterly findings reported to the owner
Leaks, relief discharge, freeze risk and access problems written up for the owner, with anything needing the certified tester flagged. No photo required