

Water treatment chemical feed system quarterly maintenance checklist

A quarterly chemical feed system 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The water treatment service tech or maintenance mechanic on the quarterly mechanical-room round. When: Every quarter with the cooling tower and closed-loop checks, since a dry drum or dead pump lets the loop drift untreated between visits.

Chemical supply

- ☐ **Drum and day-tank level read**
Level checked against the reorder mark, product matches the label for this loop, no settled or separated chemical in the tank. 2 photos required
- ☐ **Tubing and containment checked**
Suction and discharge tubing free of air locks and kinks, secondary containment or drip tray dry, no crystallization at fittings. 1 photo required

Metering pump and injection

- ☐ **Metering pump seen to draw and inject**
Pump stroking, drum level actually dropping over a timed count, discharge pressure building rather than the head just clicking dry. 2 photos required
- ☐ **Injection point and check valve confirmed**
Injection quill and check valve passing product into the flow, no back-siphon, no scale or crystal buildup blocking the quill. 1 photo required

Controller and area

- ☐ **Controller reading and mode verified**
Conductivity or ORP probe reading in a sensible range, controller in auto and dosing on demand, not left in hand or alarmed. 1 photo required
- ☐ **Eyewash and PPE present in the area**
Eyewash within reach and unobstructed, gloves and face protection stocked at the station — observed, not tested. 1 photo required