READY TO INSPECT — FIELD CHECKLIST

# Domestic water storage tank annual maintenance checklist

The annual domestic water storage tank 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 applicable plumbing code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service lead on the annual potable water service.  When: Once a year, scheduled with a supply changeover or low-demand window so the tank can be drained and taken out of service.

## Outage and entry

- [ ] Owner and occupants told of the outage and bypass
  Owner and affected occupants told the outage window before isolation, bypass or alternate supply confirmed feeding the building at pressure first.
  No photo required
- [ ] Fill and outlet valves closed and feeds locked out
  Any fill solenoid, heat tracing, mixer or pump locked and tagged, valves tagged shut. Locks come off, by whoever hung them, only once everyone is out and the hatch is shut.
  1 photo required
- [ ] Any tank entry made only under a confined-space permit
  Atmosphere tested, attendant posted, rescue plan in place and permit signed before anyone enters. A tank inspected from the hatch needs no entry.
  No photo required

## Internal inspection

- [ ] Tank drained and inspected inside for sediment and biofilm
  Interior cleaned of sediment and biofilm, coating or liner sound with no corrosion or delamination, no standing debris left in the bottom.
  2 photos required
- [ ] Inlet, outlet and overflow fittings checked inside the tank
  Inlet, outlet and overflow pipes, internal supports and any ladder free of corrosion, scale and loose mounts, outlet and drain openings clear of sediment.
  1 photo required
- [ ] Fill valve and level sensors serviced with the tank down
  Float, altitude or solenoid fill valve cleaned and serviced per the manufacturer, floats or probes cleaned and moving freely, worn seats or seals noted for replacement.
  1 photo required

## Disinfection

- [ ] Cleaning and disinfection method matched to the authority
  Qualified contractor's written method follows the applicable AWWA standard family and the water authority's or health department's requirements, on file before work.
  No photo required
- [ ] Sanitizing agent label checked for potable water use
  Product label shows certification for drinking water use, within its date, and matches the agent named in the written disinfection method.
  1 photo required
- [ ] Tank disinfected and cleared by sample before return to service
  Tank disinfected and flushed per the manufacturer's and code guidance, and a clearing sample confirmed acceptable before the tank is put back on the potable supply.
  2 photos required

- [ ] Disinfection water dechlorinated before discharge
  Flush and drain-down water dechlorinated before discharge, then sent only where the water authority or local rules allow.
  No photo required

## Return to service

- [ ] Lab report for the clearing sample on file before the outlet opens
  The certified laboratory report for that clearing sample on file and reviewed with the owner before the outlet opens. A field kit reading alone never returns the tank to service.
  No photo required
- [ ] Bypass closed and tank returned to service on its controls
  Outlet reopened, bypass closed, every lock and tag cleared by whoever hung it, tank filling and holding its working band on automatic.
  1 photo required
- [ ] High and low level alarms proven where fitted
  Beyond the quarterly review: monitoring operator told first, level driven or sensor lifted to each alarm point, alarm seen locally and remotely where monitored, then reset.
  No photo required

## Turnover and records

- [ ] Turnover and disinfection records confirmed current
  Disinfection and sample results filed and current, turnover rate reviewed against demand, level set points confirmed to keep the water moving, log up to date.
  1 photo required
- [ ] Service results logged to the water management plan
  Post-service residual and temperature, alarm results and next cleaning date logged, and the record sent to the health department where it requires one.
  No photo required