

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.

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

Disinfection

- ☐ 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

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