READY TO INSPECT — FIELD CHECKLIST

Domestic water storage tank quarterly maintenance checklist

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

Who runs it: The plumbing or maintenance tech on the quarterly round. When: Every quarter, walked with the domestic water equipment. A stored-water sanitary problem is invisible until someone tastes it or a sample fails.

Sanitary integrity

- [ ] Access hatch, seals and shell closed and intact
  Hatch closed and gasketed, no light or debris entry around the lid, shell and fittings sound with no leaks or corrosion breaching the tank.
  2 photos required

- [ ] Overflow and vent protected with intact screens
  Overflow terminates with an air gap, vent and overflow screens present and unbroken, no insect or vermin entry path, no back-siphonage risk.
  2 photos required

- [ ] Hatch locked against unauthorized entry
  Hatch lock or hasp fitted and locked, key held by the owner, no sign of tampering or forced entry at the hatch, ladder or roof access.
  1 photo required

- [ ] Every tank connection traced for cross-connections
  No non-potable, process or drain line tied into the tank or its piping, fill and outlet as drawn, no hose left on the drain or sample taps.
  1 photo required

Level and turnover

- [ ] Level controls holding the tank in its working band
  Level control operating and holding the tank between its set points, fill valve closing off cleanly, tank turning over rather than sitting near-full and stagnant.
  1 photo required

- [ ] Level alarm status and history checked where fitted
  No high or low level alarm standing at the controller or BAS, alarm history since the last round reviewed, and any repeat alarm traced to its cause.
  No photo required

Screens and vents

- [ ] Screens and vents clear and unobstructed
  Vent path open and screened, no debris blocking the vent, no crushed or painted-over screen that would restrict the tank breathing as it fills and drains.
  1 photo required

Exterior and supports

- [ ] Tank supports, base and anchorage sound
  Legs, saddles, stand or pad free of corrosion, cracking or settlement, anchors in place, connected piping supported and not straining the tank nozzles.
  1 photo required

- [ ] Insulation and heat tracing checked where fitted
  Jacket dry and intact with no wet or missing insulation, tracing controller powered and indicating in cold weather, damage reported to the owner.
  No photo required

Water quality

- [ ] Disinfectant residual read at the tank outlet
  Residual measured at the outlet or nearest sample tap with the site's test kit and compared with the range set in the owner's water management plan.
  1 photo required

- [ ] Stored water temperature read at the tank outlet
  Temperature read at the outlet sample tap and compared with the owner's water management plan, a tank running warm flagged as a Legionella growth risk.
  1 photo required

- [ ] Readings logged and deviations reported to the plan holder
  Residual, temperature and level readings logged to the tank record, any reading outside the plan reported to the owner's water management lead the same day.
  No photo required