

# 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.

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## 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**

## 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**

## 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**