

Expansion tank quarterly maintenance checklist

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

Who runs it: The plumbing or maintenance tech on the quarterly mechanical round. When: Every quarter, paired with the pump or water-heater check since a waterlogged tank shows up first as the relief valve weeping or the pump short-cycling.

Charge and function

- ☐ **Waterlogging checked by feel and tap**
Tank tapped top to bottom, air-side dome sounds hollow and the water side full, not full all the way up which points to a failed bladder taking on water. 1 photo required
- ☐ **Air valve checked for water**
Air valve depressed briefly; air blows out clean, water at the valve means the bladder has ruptured and the tank is waterlogged. 1 photo required

Connection and support

- ☐ **Tank connection dry and tank supported**
No weeping at the system tap or air valve, tank carried by its bracket or stand and not hanging its water-filled weight on the pipe stub. 2 photos required

Shell condition

- ☐ **Shell and seams checked for corrosion**
No rust blistering, pitting or weeping at the shell seam, especially on the lower head where a slow leak collects. 1 photo required