READY TO INSPECT — FIELD CHECKLIST

Water feature pump annual maintenance checklist

The annual water feature pump 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 maintenance service lead at the annual (or seasonal start-up) service. When: Once a year, at start-up or during a scheduled drain-down, when the basin can be emptied and the pump pulled without leaving a dry feature on display.

Drain-down and isolation

- [ ] Feature closed to the public for the drain-down
  Dry-feature window agreed with the owner, barriers and signs round the empty basin as a fall and slip hazard, kept up until it is refilled and running.
  1 photo required
- [ ] Basin drained to the discharge point the site allows
  Feeders stopped first, treated water sent to the sanitary drain or wherever the site's discharge rules allow, never to a storm inlet unless the owner confirms it.
  1 photo required
- [ ] Pump, lights and fill locked out before anyone steps in
  Every basin circuit and the fill valve locked and tagged before entry. Cutoff and restart tests use the temporary release after refill, all out of the basin, then re-lock.
  1 photo required

Pump service

- [ ] Pump pulled, impeller and seal inspected and serviced
  Impeller free of debris and wear, shaft seal replaced or confirmed sound, volute clean, bearings quiet on a bench spin.
  2 photos required
- [ ] Pump cord and its plug or leads checked full length
  Cord jacket free of cuts, sun cracking and abrasion from the basin edge, strain relief tight at the motor, no splice in the run, plug pins or landed leads clean.
  1 photo required

Lighting, wiring and bonding

- [ ] Underwater light fixtures opened and resealed where fitted
  Fixture lifted to the deck on its cord loop, no water or corrosion inside, lens gasket and screws renewed to the maker's instructions before it goes back.
  No photo required
- [ ] Junction boxes and connection points opened and inspected
  With the circuits locked, lids off, no water, corrosion or nesting inside, cord grips and gaskets sound, splices dry, lids back on with every screw.
  1 photo required
- [ ] Bonding of metal parts measured by a qualified electrician
  Continuity read between the bonding conductor and metal nozzles, niches, rails and pump housing, compared with last year's values, lugs re-torqued only where loose.
  1 photo required
- [ ] Every basin circuit traced to its ground-fault protection
  Pump, fill and any lighting transformer circuits traced to a GFCI receptacle or breaker, each named in the panel directory, none fed from an unprotected circuit.
  1 photo required

Filtration and basin

- [ ] Filter media cleaned or replaced and basin drained and scrubbed
  Filter or cartridge cleaned or renewed, basin drained free of algae and sediment, drains and overflow clear, refilled clean.
  2 photos required
- [ ] Basin shell and joints inspected while the basin is empty
  Walls, floor and coping checked for cracks, lifted liner and failed joints, suspect spots marked against the quarterly water-use trend.
  1 photo required
- [ ] Suction outlet covers removed and their rating recorded
  Covers taken off, sumps and screw inserts checked, the marked flow rating and service life recorded against the pump, cracked or expired covers replaced.
  1 photo required

Controls and level

- [ ] Level control, timer and low-water cutoff verified through a cycle
  Auto-fill and low-water cutoff proven by drawing the level down, timer or controller running the schedule, pump stops before dry.
  1 photo required
- [ ] Treatment feeder and controller serviced where fitted
  After refill, feeder or dosing pump cleaned, tubing checked, controller probes calibrated to the maker's instructions, water brought to the operator's targets.
  No photo required
- [ ] Feature restarted and the barriers lifted
  Lids and covers fastened, each lock and tag removed by whoever hung it, pump primed and run with no leaks at the unions, then barriers lifted and the owner told.
  1 photo required