READY TO INSPECT — FIELD CHECKLIST

Water feature pump quarterly maintenance checklist

A quarterly water feature pump 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 maintenance or landscape tech on the quarterly round. When: Every quarter, because a decorative feature loses water to evaporation and splash and a pump that runs dry for a weekend is a pump you replace.

Site control and isolation

- [ ] Public kept back from the basin before work starts
  Barrier or signs set around the basin and the owner's contact told the feature is going down, so no visitor reaches the water while it is open.
  1 photo required

- [ ] Every basin circuit locked out before hands go in the water
  Pump, lights, fill valve and feeders locked and tagged. Run checks use the temporary release: lids closed, all clear, locks off by their owners, re-locked before hands go back in.
  1 photo required

- [ ] Suction outlet covers fastened and uncracked
  Every suction outlet and intake cover on the pump or basin sump present, screwed down at each point, not cracked, warped or turned brittle by sun.
  1 photo required

Pump and intake

- [ ] Strainer and intake screen clear
  Intake screen and pump strainer basket cleared of leaves, silt and debris, not restricting flow, no cavitation noise.
  2 photos required

- [ ] Pump primed and running quiet
  Pump primed and moving water, no air lock, no grinding or dry-run whine, no leaks at the seal or unions.
  1 photo required

Filtration and water treatment

- [ ] Filter gauge compared with its clean baseline where fitted
  Where a filter and gauge are fitted, pressure read with the pump running against the clean reading on the tag, cleaned or backwashed at the manufacturer's change point.
  No photo required

- [ ] Water chemistry read against the operator's targets
  Sample dipped from the basin edge, sanitizer, pH and clarity read with the site's kit against the operator's targets, results logged, no algae or foam building.
  1 photo required

Water level and fill

- [ ] Basin level correct and auto-fill working
  Water above the pump intake and the low-water cutoff, auto-fill or float valve holding level, no continuous overflow to drain.
  1 photo required

- [ ] Makeup water use compared with the last round
  Fill meter reading or fill cycling compared with the last round, a jump beyond normal evaporation and splash flagged to the owner as a possible leak.
  No photo required

Display and electrical protection

- [ ] Flow and display at intended height with no dead nozzles
  Jets, weirs or spillways running evenly at design height, no plugged nozzles, flow valve set where it belongs.
  1 photo required
- [ ] GFCI protection and in-use covers intact
  GFCI trips and resets at the receptacle, in-use weatherproof covers in place, cords and connections dry and undamaged.
  2 photos required
- [ ] Wind control drops the display in a gust where fitted
  Wind sensor tripped with the controller's test or by spinning its cups, jets fall to the low setting or stop, then recover after the set delay.
  No photo required
- [ ] Underwater lights and lenses checked where fitted
  Lights on at the controller, lenses clear and uncracked, no water or fogging inside a fixture, cords held in their clips and not chafing on the basin edge.
  No photo required
- [ ] Cord entries and junction box lids closed and sealed
  Deck and junction box lids viewed closed and gasketed, cord grips tight, jackets uncracked where they leave the water, no box sitting in standing water.
  1 photo required
- [ ] Feature back on its schedule and the area reopened
  Timer and fill back in automatic, each lock and tag cleared by whoever hung it, barrier lifted, and the owner's contact told of any defect found.
  1 photo required