

# Hot water recirculation pump quarterly maintenance checklist

A quarterly recirculation 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 IPC / UPC plumbing codes, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing or building maintenance tech on the quarterly mechanical round. When: Every quarter, paired with the water heater check since a dead recirc pump shows up first as slow hot water at the far fixtures, not at the heater.

## Leaks and operation

- ☐ Seal, flanges and body checked for leaks  
No weeping at the pump seal, isolation flanges or unions, no rust trail or drip under the circulator, motor and body dry. 2 photos required
- ☐ Pump running and moving water quietly  
Circulator energized when the controls call, running without growl, cavitation gurgle or excessive vibration, a temperature rise felt across the pump confirming it is actually moving water rather than dead-heading. 1 photo required

## Check valve and controls

- ☐ Check valve holding against reverse flow  
With the pump off, the return line does not thermosiphon hot the wrong way, and with it on the flow is in the intended direction, no sign of a check stuck open or chattering. 1 photo required
- ☐ Aquastat, timer and controls set as intended  
Aquastat setpoint and any recirculation timer schedule confirmed against the intended settings so the pump maintains the loop through occupied hours rather than sitting idle. 1 photo required

## Delivered temperature

- ☐ Return temperature verified on the loop  
Actual return-line temperature measured near the pump and compared to the setpoint, confirming hot water is being carried back rather than the loop running cold between calls. 1 photo required