

Pool pump and filtration annual maintenance checklist

The annual pool equipment 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 manufacturer's published instructions, the applicable health and safety code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The pool service tech on the annual service visit; chemical treatment and any variance stay with the certified pool operator. When: Once a year, ideally at a shoulder season so the filter can be opened and the internals serviced without taking the pool down at peak use.

Filter service

- ☐ **Filter opened and internals serviced**
Filter opened, grids/cartridges/media inspected and cleaned or replaced per the manufacturer, o-rings renewed, clean baseline pressure reset. **2 photos required**
- ☐ **Backwash and multiport valve serviced**
Valve operated through its positions, spider gasket checked, no cross-leak between waste and return, sight glass observed to clear. **1 photo required**

Pump and circuit

- ☐ **Pump internals and seal serviced**
Impeller and diffuser cleared, mechanical seal and gaskets checked or replaced, motor bearings quiet, no leak after reassembly. **1 photo required**
- ☐ **Full circuit brought up and observed**
System restarted and observed at normal flow and pressure, all returns and suction confirmed, gauges reading against the reset baseline. **1 photo required**

Safety and records

- ☐ **Anti-entrapment cover compliance observed and recorded**
Cover condition and any compliance marking re-checked at the drain, replacement flagged to the operator if degraded, condition photographed for the record. **2 photos required**
- ☐ **Service report filed with the round record**
Service tech's report attached to the maintenance record, media/parts replaced noted, next-due interval set. **1 photo required**