

Pressure-reducing valve station annual maintenance checklist

The annual PRV station 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 IPC / UPC plumbing codes, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service tech on the annual station service. When: Once a year, when the station can be isolated section by section so the relief, bypass and each parallel valve get exercised.

Protection devices

- ☐ **Relief valve exercised and reseats clean**
Reduced-side relief lifted, flows and reseats without weeping, discharge line clear and terminated correctly. 2 photos required
- ☐ **Bypass valve stroked and holds**
Bypass fully opened and closed, no seizing, seat holds tight when closed so it isn't feeding around the PRV. 1 photo required

Valve service

- ☐ **Each PRV checked for seat wear and adjusted to setpoint**
Valve exercised, seat and diaphragm condition checked where accessible, downstream pressure trimmed back to the intended setpoint and confirmed stable. 2 photos required

Parallel staging where fitted

- ☐ **Lead-lag setpoints staged so both valves share load**
On parallel PRVs the lag valve set below the lead so it opens on higher demand, each confirmed carrying flow rather than one doing all the work. 1 photo required