READY TO INSPECT — FIELD CHECKLIST

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.

Notice and as-found

- [ ] Owner and occupants warned before downstream pressure is disturbed
  Owner, occupants and any pressure-sensitive process users told when the zone may see low or swinging pressure, and the work timed away from peak draw.
  No photo required
- [ ] Arrival pressures recorded before any adjustment
  Inlet, flowing and no-flow reduced-side pressures read and photographed before anything is touched, so the as-left figures compare to where the valve really was.
  1 photo required
- [ ] Station gauges checked against a calibrated test gauge
  Each station gauge compared with a calibrated test gauge at the same tap, and any gauge outside its stated accuracy replaced before setpoints are trimmed.
  1 photo required

Protection devices

- [ ] Relief valve exercised and reseats clean
  Reduced-side relief lifted, flows and reseats without weeping, discharge line clear and terminated correctly.
  No photo 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.
  No photo required
- [ ] Relief setting on its tag checked above the PRV setpoint
  Where the station has a relief valve, its tag shows a set pressure above the PRV setpoint and within the downstream design limit, as the drawings or engineer set it.
  No photo required

Valve service

- [ ] Valve isolated, tagged and bled to zero before it is opened
  Inlet and outlet shut and tagged under the site's procedure, the zone carried by a parallel valve, an attended bypass or an agreed shutdown, and the gauge at zero first.
  1 photo required
- [ ] Strainer screen pulled and cleaned with the station isolated
  Deeper than the quarterly blow-down: screen removed, cleaned and checked for tears or collapse, cap gasket inspected and the cap reseated.
  1 photo required
- [ ] Diaphragm, disc and seals renewed on the manufacturer's schedule
  Soft parts replaced where the manufacturer's rebuild interval or the wear found calls for it, and the kit and parts used recorded against the valve.
  No photo required
- [ ] Valve closed up and repressurized slowly before setting
  Bonnet bolts torqued to the manufacturer's value, tags removed by whoever hung them, isolation valves reopened slowly, air vented downstream and every opened joint dry.
  1 photo required

- [ ] 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.
  No photo required

- [ ] Each staged valve proven to hold the zone alone
  On parallel or staged sets, each valve isolated in turn while the other holds the zone at setpoint, so either can carry it during the other's rebuild.
  No photo required

Return to service

- [ ] Owner told the zone is back at normal pressure
  Inlet and outlet open, bypass shut, and the owner or building manager told the zone is restored, with what was found and replaced.
  No photo required

- [ ] As-left pressures and gauge swaps filed as the new baseline
  As-left setpoints, the relief setting and any gauge replacements written to the station record, so next year's service reads against them.
  No photo required