READY TO INSPECT — FIELD CHECKLIST

Pressure-reducing valve station quarterly maintenance checklist

A quarterly PRV station 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 facilities tech on the quarterly round at the PRV station. When: Every quarter, and any time upper-floor fixtures start complaining of low pressure or banging, which points back to the station.

Pressure and setpoint

- [ ] Downstream pressure read against the setpoint
  Reduced-side pressure read at a gauge and compared to the intended setpoint, checked both under flow and at no-flow to catch a valve that's creeping.
  2 photos required
- [ ] Gauges reading live and undamaged
  Upstream and downstream gauges move when flow changes, needles not pinned or stuck, glass and case intact.
  1 photo required
- [ ] Inlet pressure read at the upstream gauge
  Supply-side pressure read alongside the downstream reading, so a drop in street or supply pressure is not mistaken for a fault in the PRV.
  1 photo required
- [ ] Pressure at the lowest outlet in the zone spot-checked
  Test gauge on a hose bib or test port at the lowest outlet the station serves, where static pressure is highest, read against the design limit for that zone.
  1 photo required

Strainer and valve body

- [ ] Upstream strainer blown down or checked
  Blow-down operated or screen pulled, debris cleared, no sign the strainer is loading down the flow to the PRV.
  1 photo required
- [ ] No leaks or seat-passing signs at the valve
  Body and unions dry, no weeping at the bonnet, downstream pressure not climbing at no draw which would flag a worn seat.
  2 photos required
- [ ] Pilot tubing or bonnet vent checked dry
  Pilot-operated: pilot, needle valve and sensing tubing dry and unkinked. Direct-acting: spring bonnet vent not weeping, which would point to a torn diaphragm.
  1 photo required
- [ ] Inlet, outlet and bypass valves found in normal position
  Inlet and outlet isolation valves fully open with handles on, and the bypass shut where the station has one, so no water is feeding around the PRV.
  1 photo required
- [ ] Valve listened to for chatter or hammer as draw changes
  No chatter, humming or banging at the station as fixtures open and close, which would point to a hunting valve, a sticking stem or an oversized valve at low flow.
  No photo required

Relief, tags and records

- [ ] **Reduced-side relief and its discharge dry at no draw**
  Where the station has a relief valve, its outlet and discharge point dry at no draw. A dribble means downstream pressure is reaching the relief setting or the relief is weeping.
  No photo required

- [ ] **Station and valve tags legible**
  Station tag names the zone served, and the valve's make, model and size plate is readable so the right parts can be ordered for the annual rebuild.
  1 photo required

- [ ] **Quarterly readings recorded beside last quarter's**
  Inlet, flowing and no-flow downstream pressures written into the station log, so a drifting setpoint or a passing seat shows up as a trend.
  No photo required