

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**

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**