

Water softener annual maintenance checklist

The annual water softener 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 water-treatment service tech on the annual service. When: Once a year. Stepping the valve through a full regeneration is what proves brine actually draws — the quarterly round only sees the timer clicking.

Control valve service

- ☐ Valve seals, spacers and injector serviced
Valve body opened per the manufacturer, seals, spacers and piston inspected, injector and screen cleared of the sediment that stalls a regen. 2 photos required

Resin and regeneration

- ☐ Resin bed condition and capacity checked
Resin sampled for iron fouling or channeling, bed depth reasonable, softening capacity holding through a full cycle rather than breaking through early. 2 photos required
- ☐ Brine draw and refill verified through a full regeneration
Unit stepped through a manual regeneration, brine drawn down and the tank refilled to the correct level, each stage reaching the drain as it should. 2 photos required

Brine tank

- ☐ Brine tank emptied, cleaned and grid plate checked
Tank pumped down and cleaned of salt mush and sediment, grid or platform plate intact where fitted, refilled with clean salt. 1 photo required