

Inspection, Testing and Maintenance of Water Storage Tanks

Service Company	Date of Service		Time	Last Service Date
	<input type="checkbox"/> Daily	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	<input type="checkbox"/> 5 Year
	<input type="checkbox"/> Weekly	<input type="checkbox"/> Semiannually	<input type="checkbox"/> 3 Year	
	Valves	Sealed <input type="checkbox"/>	Locked <input type="checkbox"/>	Tamper <input type="checkbox"/>
Owner:			Tel:	
Contact:			Fax:	
Building Name:			Tel:	
Address:			Fax:	
City:		Postal Code:		

“√”Yes - Satisfactory “X” NO - Unsatisfactory “NA” - Not Applicable (Explain “NO” answers in comments)

INSPECTIONS

- Daily (Cold weather)/Weekly**
- _____ Heating systems operational?
- _____ Record water temperature? _____ acceptable?
- _____ Control valves (sealed) in normal position?
- Monthly**
- _____ Water level acceptable?
- _____ Air pressure in pressure tanks correct _____ kpa/psi
- _____ Embankment - supported rubberized fabric tanks free from erosion along exterior sides?
- _____ Control valves in proper position (supervised)?
- _____ Gauges in good condition normal pressure?
- Quarterly**
- _____ Water level acceptable when supervised?
- _____ Air pressure when supervised _____ kpa/psi
- _____ Exterior of tank, structure, catwalks and ladders free of damage?
- _____ Tanks vents clean?
- _____ Area surrounding tank free from combustibles, materials which could accelerate corrosion or ice?

- Annual – gravity tanks**
- _____ Tank roof tight and in good repair
- _____ Hatches, doors are kept closed and in good repair
- _____ Frost proof casing makes tight joint with bottom of tank
- Annual**
- _____ Exterior coated an insulated surfaces of tank and supporting structure free from degradation?
- _____ Expansion joints not leaking or cracking?
- _____ Hoops and grill on wooden tanks are in good condition?
- _____ Piping, control valves, check valves, heating systems
- _____ Mercury gauges and expansions acceptable?
- Three Years**
- _____ Interior- steel tanks without corrosion protection?
- Five Years**
- _____ Interior - All tanks other than steel tanks?
- _____ Check valves- interior inspection for proper operation?

TESTS

- Monthly**
- _____ Low water temperature alarms passed test?
- _____ High temperature limit switches passed test?
- Quarterly**
- _____ Valve supervisory devices indicate movement?
- Semiannual**
- _____ High water level alarm passed test?
- _____ Low water level alarm passed test?

- Annual**
- _____ Tank heating system in proper working order?
- Fifth Year**
- _____ Level indicators accurate and free to move?
- _____ Pressure gauges within 3% of the scale compared to calibrated gauge?

Maintenance

- Semi-Annual – Sediment drained or flushed?**
- Annual**
- _____ Cathodic protection maintained?
- _____ All tank drains fully opened and closed?

- _____ Tank vents cleaned?
- _____ Control valves (OS & Y valves shall be lubricated)
- Fifth Year**
- _____ Check valves inspected internally?

Comments:

I state that the information on this form is correct at the time and place of my inspection, and that all equipment was tested in conformance with applicable codes and the Manufacturers requirements and at this time was left in operational condition upon completion of this inspection except as noted in comments.			
Technician Stamp	Date	Time	Owner or Authorized Agent