**Maintenance Lists**

**WEEKLY MAINTENANCE Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **TREATMENT SYSTEM** |  | **Action/Detail** |
| PARTICULATE FILTERS | Check condition of filter.  Does the filter need washed/changed?  *Follow manufacturer’s instructions; filters may require frequent replacement depending on quality of water.* |  |
| ULTRA VIOLET SYSTEM | Is lamp switched on?  Intermittent operation may reduce the life of an ultra violet system.  *Frequent on/off operation should be avoided.* |  |
| How old is the bulb, does it need replaced?  *Warning – ensure UV light disconnected from electricity supply before changing)* |  |
| Follow manufacturer’s instructions re cleaning eg clean glass |  |
| CHLORINATION | Is there residual chlorine in the water? |  |
| Is the system operating correctly? |  |
| Maintenance – follow manufacturer’s instructions. |  |

**NEXT WEEKLY CHECK DUE Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MONTHLY MAINTENANCE Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **SOURCE** |  | **Action/Detail** |
| RIVER/STREAM | Catchment area – Any changes in land use? *eg grazing livestock, forestry operation* |  |
| Any potential sources of contamination? *eg pesticides, sewage discharges, run off from farm land, etc* |  |
| Cut back overgrown vegetation at collection area. |  |
| Inlet pipe – is it stable and in the correct position? |  |
| Inlet filter – are there any blockages? |  |
| Check condition of livestock fencing *(if applicable)* |  |
| Check diversion ditches *(if applicable)* for blockages. |  |
| SPRING | Catchment area – Any changes in land use*? eg grazing livestock, forestry operation* |  |
| Any potential sources of contamination? *eg pesticides, sewage discharges, run off from farm land, etc.* |  |
| Check the collection chamber   * Is it secure from hill water run-off? * Is it protected from vermin? |  |
| Cut back overgrown vegetation at collection area. |  |
| Check condition of livestock fencing *(if applicable)* |  |
| Check diversion ditches (if applicable) for blockages. |  |
| WELLS & BOREHOLES | Is the construction in good condition? |  |
| Is the cover seal tight and in good condition? |  |
| Does the top extend 150mm above ground level to protect the borehole from surface water run off? |  |
| Cut back overgrown vegetation at well/borehole. |  |

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| **COLLECTION CHAMBERS, PIPEWORK & TANKS** |  | **Action/Detail** |
| PIPEWORK | Check all pipework for leaks or breaks. |  |
| COLLECITON CHAMBERS,  EXTERNAL STORAGE  and  SETTLEMENT TANK(S) | Cut back overgrown vegetation at chamber/tank. |  |
| Check the construction and integrity of the chamber/tank.  *Is it in good condition; does it have any cracks; does the top extend 150mm above ground level to protect from surface water run off?* |  |
| Is the cover seal tight and does it prevent ingress of surface water and vermin? |  |
| Check the overflow.  *Is there a suitable cap to prevent vermin entering whilst still allowing water to exit?* |  |
| Check condition of livestock fencing *(if applicable)* |  |
| INTERNAL TANKS | Check integrity of tank and lids |  |

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|  |  | **Action/Detail** |
| **pH** | If pH corrector used check levels |  |

**NEXT MONTHLY CHECK DUE Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNUAL MAINTENANCE Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **GENERAL** |  | **Action/Detail** |
| DISINFECTION | Supply system should be cleaned and sterilized at least annually.  *Disinfection of the supply should only be carried out by a competent person. If in doubt, seek advice from a plumber.*  See attached guidance for sterilizing your private water supply system. |  |
| TREATMENT MEDIA | Refresh / replace any correction media for pH, iron, manganese, etc. |  |

**NEXT ANNUAL CHECK DUE Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **DISINFECTION** |  | **Action/Detail** |
| POWER FAILURE  (Ultra Violet) | In the event of a power failure whereby untreated water has contaminated the pipework, sterilization tablets will require to be inserted at the physical filter preceding the UV. |  |
| MAINTENANCE OF TREATMENT SYSTEM | Following maintenance of the system, disinfection should be undertaken to ensure sterilization of all tanks (internal and external), pipework, etc. |  |

**GUIDANCE ON HOW TO DISINFECT SUPPLY**

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|  | Acquire tablets / solution suitable for potable water.  *eg chlorine based product*  *Consult plumber for most suitable product.* |
|  | Notify supply users that water will be heavily chlorinated and unusable during chlorination process. |
|  | The system should be designed to be drained down. Where necessary fit extra drain points to the bottom of the hot water storage or other tanks. Pipework needs to be self-draining and self-ventilating to aid the filling and draining. Make sure any dead-leg (as opposed to low points in pipework) is fully drainable. |
|  | Fit gate valves to the feeds from the cold water storage tank if none are already fitted. |
|  | Switch off the boiler. |
|  | Shut off the supply to the cold water storage tank. |
|  | Completely drain the hot and cold system including the hot water cylinder, wc cisterns, etc. |
|  | Thoroughly clean the cold water storage tank(s), taking care to remove all the debris. |
|  | Shut off the feeds to the system from the cold water storage tank. |
|  | Fill the cold water storage tank. |
|  | Add the required amount of sterilizing tablets / liquid. |
|  | Again, turn off the supply to the cold water storage tank.   1. Open the gate valves on the feeds and release the chlorinated water into the system by running every tap (and shower) and drain cocks on dead legs starting with the ones nearest the cold water storage tank. 2. Do not allow the cold water storage tank to empty during the filling. If it looks like emptying then close the gate valves in time to allow the cold water storage tank to refill. Re-chlorinate the filled tank and re-start the filling process. 3. All the water in the system should now contain at least 50 ppm free chlorine. Check this at one or two outlets (including the furthest from the cold water storage tank), using the test tablets (see below). |
|  | When the system is full, top up the storage tank to above the normal level in the tank by holding down the ball valve and add a further tablet (see step 9 above). |
|  | At this stage all cistern lids and storage tanks must be in their fixed position and remain so from this point onwards. |
|  | Leave the system for 4 hours when the chlorine level should still be in excess of 30 ppm. Check as in step 12(c) above using the test tablets. If it is not, the system should be re-chlorinated as the level of contamination is likely to have been high. |
|  | Flush out the chlorinated water. This is best done by completely draining the system and tank and refilling with fresh water at least twice. |
|  | Use the test tablets at selected outlets to ensure that the chlorine level is no greater than that of the incoming mains. A small trace of free chlorine is not harmful, but may give an unpleasant taste to the water. |
|  | Keep accurate records of the date of chlorination, initial and final chlorine concentrations and contact time. Include company and personnel responsible for chlorination and date of next chlorination. |

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| Date of Chlorination | Initial Chlorine Concentration | Final Chlorine Concentration | Contact Time | Chlorination Carried Out By | Date Next Chlorination Due |
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