



Monthly Water Tank Maintenance Checklist

Instructions: Perform these checks monthly. Mark 'OK' if the item is satisfactory, 'Action Needed' if an issue is found, and note any comments.

Date: _____	Inspected By: _____
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I. External Inspection & Surroundings

Check Item	OK	Action Needed	Comments
1. Inspect tank body for visible leaks, cracks, or rust.			
2. Check pipes and fittings connected to the tank for leaks or corrosion.			
3. Examine the tank's foundation/support for cracks, settling, or erosion.			
4. Clear any debris, leaves, or vegetation from around the tank.			
5. Ensure proper drainage away from the tank's base.			
6. Look for signs of pest activity (insects, rodents) near or on the tank.			



II. Tank Components & Connections

Check Item	OK	Action Needed	Comments
7. Lid/Cover: Ensure lid is secure, undamaged, and free from gaps.			
8. Vents: Confirm vents are clear of obstructions and have intact screening.			
9. Inlet/Outlet Pipes & Valves: Check pipes for damage; confirm valves operate smoothly.			
10. Overflow Pipe: Verify the overflow pipe is clear and unobstructed.			
11. Pump (if applicable): Listen for unusual noises, check for leaks, and verify efficient operation.			
12. Check pressure gauge readings (if applicable).			



III. Water Quality (Visual Inspection - If Safe & Accessible)

Check Item	OK	Action Needed	Comments
13. Visually inspect water for unusual discoloration (e.g., brown, green).			
14. Note any cloudiness or increased sediment at the bottom of the tank.			
15. Check for any strange or foul odors emanating from the water.			
16. Look for visible signs of algae or slime on interior tank walls.			



IV. Safety & General Maintenance

Check Item	OK	Action Needed	Comments
17. Ensure access points (ladders, platforms) are secure and safe.			
18. Confirm any security measures (e.g., locks on lids) are intact.			
19. Update maintenance log/record book with today's findings.			

Important Notes:

- **Safety First:** Do not enter a water tank unless you are trained, equipped, and following proper confined space entry procedures. Most monthly checks can be done externally or by safely lifting a lid for visual inspection.
- **Professional Cleaning:** While this checklist covers monthly maintenance, water tanks typically require professional cleaning every 6-12 months, depending on water source and usage. Consult a professional if you notice persistent water quality issues.
- **Leak Repair:** Any detected leaks should be repaired immediately by a qualified plumber to prevent water loss and potential structural damage.
- **Water Testing:** If you have concerns about water quality or notice persistent odors/discoloration, consider getting your water professionally tested.
- **Documentation:** Keep detailed records of your monthly checks, including dates, observations, and any actions taken. This helps track the tank's health over time.