

Date _____
 Location _____
 Asset name _____
 Asset ID _____
 Maintained by _____
 (name/company)

Purpose of visit
 Maintenance
 Response to complaint
 Other (specify) _____

Rainfall conditions
 Rainfall today (___ mm)
 Rainfall in last 3 days (___ mm)
 No recent rainfall

| Functional component | | Maintenance response and information | Maintenance completed Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section. | | | |
|--------------------------------------|----------------------------------|---|---|---|----|--------|
| 1 Roof, gutters and downpipes | | | | | | |
| 1a | Roof and gutters | <p>Response: Clean roof and gutters. Remove moss, lichen and debris.</p> <p>Information: Leaves and debris may need to be removed from roofs, gutters, first flush devices, tank inlets and outlets monthly where overhanging vegetation is present. Where overhanging vegetation is not present, an annual or 6 monthly clean may be sufficient. Commence with 3 monthly inspections and adjust as required.</p> | Y | N | NA | Notes: |
| 1b | Downpipes and screens (rainhead) | <p>Response: Manual removal of debris.</p> <p>Information: Leaves and debris may need to be removed from roofs, gutters, first flush devices, tank inlets and outlets monthly where overhanging vegetation is present. Where overhanging vegetation is not present, an annual or 6 monthly clean may be sufficient. Commence with 3 monthly inspections and adjust as required.</p> | Y | N | NA | Notes: |
| 1c | First flush device | <p>Response: Manual removal of debris.</p> <p>Information: Leaves and debris may need to be removed from roofs, gutters, first flush devices, tank inlets and outlets monthly where overhanging vegetation is present. Where overhanging vegetation is not present, an annual or 6 monthly clean may be sufficient. Commence with 3 monthly inspections and adjust as required.</p> | Y | N | NA | Notes: |
| 2 Tank inlet | | | | | | |
| 2a | Screen | <p>Response: Remove grate and screen. Clean and repair as required.</p> <p>Information: Remove grate and screen and examine for rust or corrosion, especially at corners and welds. Depending on the type of screen, replacement may be as simple as just placing another screen on the existing fitting with no tools required.</p> | Y | N | NA | Notes: |
| 3 Tank | | | | | | |
| 3a | Overflow | <p>Response: Repair overflow as necessary, remove debris and ensure adequate connection to stormwater drain.</p> <p>Information: If the overflow was previously not connected to a stormwater drain, check that erosion has not been caused.</p> | Y | N | NA | Notes: |
| 3b | Body integrity | <p>Response: Remove grate to inspect internal walls. Check the condition of the tank walls and roof to ensure no holes, cracks or spalling have arisen due to tank deterioration. Contact licensed plumber to repair any defects or leaks as necessary.</p> <p>Information: Do not enter tank without confined space certification. Secure any open access covers to prevent risk of entry.</p> | Y | N | NA | Notes: |
| 3c | Base stability | <p>Response: Contact licensed plumber if integrity is questionable.</p> <p>Information: If tank is on a stand or concrete slab, check structural integrity of support.</p> | Y | N | NA | Notes: |

| Functional component | | Maintenance response and information | Maintenance completed <i>Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.</i> | | | |
|--|-----------------------------|--|---|---|----|--------|
| 4 Pumps, filters and valves | | | | | | |
| 3d | Sludge | <p>Response: Siphon the bottom portion of the sediment from the tank or empty and rinse the tank by opening the cleaning outlet and allowing the water and sludge to pass out. Ensure sludge is appropriately disposed of.</p> <p>Information: First flush systems and mesh screens on tank inlets will reduce the amount of sediment and debris entering the tank thereby extending the time required before desludging is needed. For large tanks, it is recommended a professional tank cleaner be employed as confined space entry may be required. Plastic tanks should be tied down prior to being emptied if strong winds are present. Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.</p> | Y | N | NA | Notes: |
| 4a | Pump | <p>Response: Clear any accumulated dust or debris. Check to see if power supply is switched on. Regularly service by a licensed professional, in line with manufacturer's instructions.</p> <p>Information: Contact the manufacturer, an electrician or a licensed plumber if you suspect there is a problem. DO NOT tamper with these systems as they have the potential to contaminate the mains water supply.</p> | Y | N | NA | Notes: |
| 4b | Filter | <p>Response: Clean and replace cartridges, in line with manufacturer's instructions.</p> <p>Information: Typically the filter (if present) will require the most frequent attention.</p> | Y | N | NA | Notes: |
| 4c | Valves | <p>Response: Contact licensed plumber to rectify any malfunction, in line with manufacturer's instructions.</p> <p>Information: A licensed plumber will be able to advise of Sydney Water's requirements.</p> | Y | N | NA | Notes: |
| 5 Mains backup, flow meter and backflow | | | | | | |
| 5a | Potable mains backup device | <p>Response: Contact licensed plumber to rectify any malfunction, in line with manufacturer's instructions.</p> <p>Information: A licensed plumber will be able to advise of Sydney Water's requirements.</p> | Y | N | NA | Notes: |
| 5b | Backflow prevention device | <p>Response: Contact licensed plumber to rectify any malfunction, in line with manufacturer's instructions.</p> <p>Information: A licensed plumber will be able to advise of Sydney Water's requirements.</p> | Y | N | NA | Notes: |
| 5c | Flow meter | <p>Response: Contact licensed plumber to rectify any malfunction, in line with manufacturer's instructions.</p> <p>Information: Flow meters are an easy way to tell if the system is working. Frequent flow readings ensure issues are detected early.</p> | Y | N | NA | Notes: |

Other: