

## CHECKLIST FOR INSPECTING AND MAINTAINING YOUR WATER SUPPLY

Documentation of testing and maintenance is important as it will help you detect changes in your water supply that could indicate problems and will help if you come to sell the property. Use this form to help gather information for your records.

### LIST OF ITEMS TO BE INSPECTED AND MAINTAINED *Please tick all that apply*

#### WATER SOURCE – RAINWATER

- Clean spouting/gutters (3 monthly and after storms)
- Check and trim overhanging branches (annually)
- Inspect and repair downpipes (annually)
- Check condition of roof (annually)

#### WATER SOURCE – GROUNDWATER/BORE

- Check and clean intake (annually)
- Check and clean screens (annually)
- Check for cracking and damage around the bore casing (annually)
- Full maintenance by professional (every 5-8 years)

#### TANK

- Check inlet and outlet screens (3 monthly)
- Check access covers (3 monthly)
- Clear strainer of debris (3 monthly and after storms)
- Check presence of mosquito larvae in tank water (3 monthly)
- Check structural condition (annually)
- Check sludge level and internal cleanliness (every 2 years or as required)

#### DISTRIBUTION SYSTEM

- Check plumbing/piping is fully operational and well-maintained (annually)

#### TREATMENT SYSTEM

- Replace filters (as per manufacturer's advice or earlier if a decrease in water flow is noticed)
- Test chlorine level is at or above 0.5mg/L (weekly and after heavy rains)
- Test pH level is 6.5–8.5 (weekly)
- Check UV light is operating and free from scum (weekly)

#### OTHER TREATMENT:

##### Water quality testing

- E. coli test** – as per New Zealand Water Drinking Standards  
*(Regularly and also initially to identify risk, when the system is new or altered, or after a significant event)*
- Chemical test** – as per New Zealand Water Drinking Standards  
*(Regularly and also initially to identify risk, when the system is new or altered, or after a significant event)*