



Cold Water Storage Tank Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect the tank internally for sediment, scale, debris, biofilm, or corrosion
- ☐ Confirm the lid is close-fitting, insulated, and secured to keep light and debris out
- ☐ Check vents and overflows/warning pipes have intact insect screens
- ☐ Inspect tank, supports, and connections for leaks and structural condition
- ☐ Verify insulation is intact to limit warming of the stored water

Functional Checks

- ☐ Measure stored water temperature — it should remain below 20°C
- ☐ Check the ball/float valve operates correctly without overflow or stagnation
- ☐ Confirm there is adequate turnover and no dead legs on the stored supply

Cleaning & Housekeeping

- ☐ Clean and disinfect the tank where inspection or the written scheme requires

Record Keeping

- ☐ Record inspections, temperatures, cleaning, and disinfection in the log book

Maintenance Frequency

Monthly

- Check stored water temperature (below 20°C)
- Confirm lid and screens intact
- Visual check for ingress

Annually

- Internal inspection of tank condition
- Assess need to clean and disinfect
- Review insulation and screens
- Update risk assessment records