



Water Softener 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

- ☐ Check salt level in the brine tank and top up as needed
- ☐ Inspect resin bed for channelling, fouling, or depletion
- ☐ Inspect all pipework connections and bypass valves

Functional Checks

- ☐ Test inlet and outlet water hardness to verify softening effectiveness
- ☐ Verify the regeneration cycle runs at the scheduled time and completes
- ☐ Check brine draw and rinse cycles during regeneration
- ☐ Verify the overflow drain is clear and functional
- ☐ Check timer or meter controls are set correctly

Cleaning & Housekeeping

- ☐ Clean the brine tank and remove any salt bridges or mushing

Record Keeping

- ☐ Record hardness test results, salt usage, and regeneration settings

Maintenance Frequency

Weekly

- Check salt level in brine tank

Monthly

- Test outlet water hardness
- Verify regeneration cycle runs correctly

Annually

- Full service including resin inspection
- Clean brine tank
- Check controls and valves
- Review salt consumption rate