WELL EXPERT CLEANING

Monthly Water Tank Inspection Checklist

Lid, vents, leaks, ladder and tap water · inspect from outside, never enter the tank

Date: _____ **Inspected by:** _____ **Tank location:** _____

Tank type (rooftop / underground): _____ **Capacity:** _____ **Next clean due:** _____

LID, VENTS AND OVERFLOW

Check from the roof or access point only

☐	Lid closed, locked and undamaged	
☐	Vent screens intact, so insects and birds cannot get in	
☐	Overflow screen intact	
☐	Sunlight cannot reach the water, since light encourages algae	

TANK, LADDER AND SURROUNDINGS

Look for early signs of damage

☐	No cracks, rust, damp patches or leaks around the tank	
☐	Ladder and surrounding area clean and clear	
☐	Float valve not letting the tank overflow or run dry	
☐	Tank clearly labelled, with drinking water kept separate from flushing or firefighting tanks	

ROOFTOP OR UNDERGROUND TANK

Tick the checks that apply to this tank

☐	Rooftop: lids, vents and screens sealed against dust, birds and insects	
☐	Underground: access covers seal properly and there is no flooding or ground moisture	
☐	Underground: pump room checked for damp	

WATER AT THE TAPS AND RECORDS

☐	No change in colour, smell or taste at the taps	
☐	Date and initials written in the log	
☐	Contractor called early if anything looks wrong	

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ISSUES FOUND THIS MONTH

Last professional clean date: _____ **Certificate on file:** ☐ Yes ☐ No **Water test report on file:** ☐ Yes ☐ No

Inspected by	Checked by	Date