

Water Tank Cleaning Checklist

Sample cleaning and disinfection checklist for cold water storage tanks — Plumbing

Site / Building: _____ Tank Ref: _____

Technician: _____ Date: _____

Cleaning Tasks

#	Task	Done	Remarks
1	Isolate tank inlet and outlet valves		
2	Drain tank fully and remove sediment/debris		
3	Inspect tank interior for damage or contamination		
4	Scrub and wash all internal surfaces		
5	Apply approved disinfectant per L8/HSG274 guidance		
6	Allow correct contact time before rinsing		
7	Rinse thoroughly until disinfectant residue is clear		
8	Refill tank and check float valve operation		
9	Take water sample — chlorine residual and clarity		
10	Update water hygiene logbook		

Sign-off

Role	Name	Signature	Date
Technician			
FM Supervisor			
Client / Witness			