

PLUMBING · MAINTENANCE

Plumbing Maintenance

Scheduled inspection & maintenance record — plumbing, drainage & hot water

SITE / BUILDING	ADDRESS	CONTRACT / JOB NO.	SERVICE PERIOD
TECHNICIAN	LICENCE / ACCREDITATION NO.	DATE OF SERVICE	REPORT NO.
PROPERTY TYPE	HOT WATER SYSTEM TYPE	BACKFLOW DEVICES (Y / N)	

P Pass / compliant **F** Fail / defect raised **N/A** Not applicable / not fitted

Tick the applicable box for each item and note defects in Comments.

1 Fixtures, taps & fittings

AS/NZS 3500

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Taps, mixers and outlets operate; no drips or leaks	☐	☐	☐	
2	Toilet suites flush and refill correctly; no continuous running	☐	☐	☐	
3	Traps and wastes draining freely; no leaks under fixtures	☐	☐	☐	
4	Tapware seals and aerators in good order	☐	☐	☐	

2 Hot water & tempering

AS/NZS 3500 / AS 4032

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Hot water system operating; delivery temperature correct	☐	☐	☐	
2	Relief valves (PTR / expansion) operate; not leaking continuously	☐	☐	☐	
3	Thermostatic mixing valves within range (AS 4032 — annual service)	☐	☐	☐	
4	No leaks at HWU connections; insulation intact	☐	☐	☐	

3 Backflow prevention

AS/NZS 3500 / AS 2845

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Testable backflow devices present and tagged; last test current	☐	☐	☐	
2	Devices not leaking; isolation valves operable	☐	☐	☐	
3	Air gaps / break tanks intact (where applicable)	☐	☐	☐	

4 Drainage & stormwater

AS/NZS 3500

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Floor wastes, gullies and grates clear and draining	☐	☐	☐	
2	Stormwater pits / downpipes clear; no ponding	☐	☐	☐	
3	No sewer odours; vents clear	☐	☐	☐	
4	Sump / pump (where fitted) operates and alarms	☐	☐	☐	

5 Water supply & isolation

AS/NZS 3500

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Main and isolation valves operable and labelled	☐	☐	☐	
2	Water meter readable; no unexplained continuous flow (leak check)	☐	☐	☐	
3	Pressure-limiting valve operating (where fitted); pressure acceptable	☐	☐	☐	
4	Visible pipework free from corrosion and leaks	☐	☐	☐	

6 Records & restoration

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Defects recorded and reported to the owner	☐	☐	☐	
2	System left operational; isolation valves restored	☐	☐	☐	
3	Service / inspection record updated	☐	☐	☐	

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

LICENCE / ACCREDITATION NO.

DATE COMPLETED

Guidance only. This checklist is a general maintenance and inspection guide for plumbing, drainage and hot-water systems. Plumbing and gas work must be carried out by a **licensed plumber / gasfitter**; backflow prevention devices must be tested by an **accredited backflow tester**, and thermostatic mixing valves serviced per **AS 4032**. Work is governed by **AS/NZS 3500** and local water-authority requirements. This document does not replace compliance certification or a licensed assessment.