

ANNUAL		
		Date:
Task	Description	Performed by
Back flow	All devices are tested annually: (in-house or contractor)	
Equipment	Service Tractor: (name parts store and service center) Drain all gasoline, run dry the fuel system, store away for winter)	
Vehicles	Tune up service, filters, belts.	
Small Equipt.	Oil, filters, plugs etc.	
Buildings:	Clear debris from roofs, clean gutters.	
	Structural inspection of office and all outbuildings	
	Service air condition / heating system at office.	
	Coordinate all fire extinguishers to be serviced.	
Water System	Service and exercise water valves, rebuild every 2 years.	
	Service air relief valves clean and rebuild each year.	
	Electrical panels, well wiring, clean	
Reservoirs:	Vent Screen Inspections.	
	Inspect structures of reservoirs. (coatings every ____ years)	
	Clean (pressure wash every ____ years)	
Reports	Consumer Confidence Report: Due July 1 st , State Copy Oct 1 st .	
	Annual Water Audit: Due Dec 31 st to Water Resources Dept.	
	Review water permit status, insurances, budget, costs, and revenues.	
	Review parts lists and tool inventory lists, replace damaged parts or tools	