

Private Water Supply Record

Procedures, Maintenance, Checks & Equipment



Address of Supply: _____

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Properties supplied by the water supply

Property	Contact Details (<i>if known</i>)

Key contacts

Contact Name	Contact Details
Environmental Health	01394 383789 (Melton) 01502 562111 (Lowestoft) environment@eastsoffolk.gov.uk
Drinking Water Inspectorate	0300 0686400 dwi.enquiries@defra.gsi.gov.uk
Water Engineer used (<i>insert details</i>)	

Supply Diagram

Draw a rough sketch of the supply here.

Don't forget to include the following;

- Animal drinkers
- Location of borehole/well/ spring
- Non return valves
- Pipework material
- Properties supplied
- Tanks
- Treatment on supply (UV/ RO etc.)

Equipment on the Supply

Question	Answer
What filtration is on the supply? <i>(Ultra Violet, Reverse Osmosis, Chlorination dosing, Ion exchange, Water Softener etc).</i>	
Are there instructions for the equipment on the supply? <i>(If yes, keep them with this record, if no- can they be obtained?)</i>	
Are there tanks on the supply? <i>(If yes, what is the tank made? Does it have a fitted cover?)</i>	
Other Notes	

Action to take

Question	Answer
<p>Is there an emergency plan for the provision of an alternative water supply?</p> <p><i>(Include short and long term plan).</i></p>	
<p>Is there an alternative power source, in the event of a power cut?</p> <p><i>(If yes, provide details).</i></p>	
<p>Who do you contact if the water quality changes or is unacceptable? Do you have a maintenance company which you use?</p> <p><i>(If yes, provide details).</i></p>	
<p>Who undertakes the maintenance on the supply?</p>	
<p>Other Notes</p>	

Heating Oil & Septic Tanks/ Cess Pits/ other

Question	Answer
<p>Do you have a heating oil tank? Provide details including its approximate location and distance away from the water supply</p> <p><i>(If yes, where is it located in relation to the supply?)</i></p>	
<p>What is the construction of the heating oil tank?</p> <p><i>(Single skinned, double skinned, banded)</i></p>	
<p>Do you have a septic tank or Cess Pit?</p> <p><i>(If yes, where is it located in relation to the supply?)</i></p>	
<p>Are there any abandoned wells/ boreholes in the vicinity of your private water supply?</p> <p><i>(If yes, where? are they fully capped off).</i></p>	

Maintenance/ Servicing of filtration

Question	Answer
<p>Do you have full control of the water supply?</p> <p><i>(If not, who controls the supply? This may be the case if the source is on someone elses land).</i></p>	
<p>If applicable, how often is the Ultra Violet (UV) bulb changed?</p>	
<p>Are spare UV bulbs kept at the property?</p>	
<p>How often are the other filters serviced on the supply?</p> <p><i>(And how is this done?)</i></p>	
<p>If applicable, do you keep spare medium or salt at the property?</p> <p><i>(Where is this stored?)</i></p>	
<p>Do you undertake the servicing yourself? Or do you employ a water engineer to do this?</p> <p><i>(If water engineer, keep invoices with this record).</i></p>	
<p>If applicable, how often are the tanks cleaned?</p> <p><i>(And how is this done?)</i></p>	

Maintenance Record for Filtration

Record any maintenance that has been undertaken here. This could be a bulb change, filter refresh, top up of salt, replacing cartridges or cleaning tanks etc.

Date	Action taken & who by

Changes made to the water supply

Record changes made to the water supply here, for example, if a new filter is installed or a new connection is made to the supply.

Date	Change to the supply