

Private Water Supply Record



Procedures, Maintenance, Checks & Equipment



Address of Supply: _____

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Purpose of this Record book

The purpose of this Record book is to allow you as the owner, occupier or controller of the supply to demonstrate that the supply is being well managed.

Completing this Record book will aid this process; however, it does need to be updated when changes to the Water Supply occur, and when maintenance has been undertaken.

It is the owner (or controller's) responsibility to ensure that the water supply is kept well maintained in order to provide a wholesome water supply.

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@east-suffolk.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
- Septic tank/ cess pits etc.
- Properties supplied
- Water Storage Tanks
- Treatment on supply (UV/ RO etc.)
- Heating Oil Tanks
-

Equipment on the Supply

Question	Answer
What filtration is on the supply? And where is it located? <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>	
How often are the tanks cleaned, and how?	

Action to take

Question	Answer
Is there an emergency plan for the provision of an alternative water supply? <i>(Include short and long term plan).</i>	Short term- Long term-
Is there an alternative power source, in the event of a power cut? Does the filtration/ pump etc. automatically restart after a power failure? If not, what procedures are in place?	
Who do you contact if the water quality changes or is unacceptable?	
Do you have a maintenance company which you use?	
Who undertakes the maintenance on the supply?	
Other Notes	

Heating Oil & Septic Tanks/ Cess Pits/ other

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

Maintenance/ Servicing of filtration

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

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