



WATER SYSTEM CHECKLIST FOR WELL SYSTEMS

CHARACTERISTIC	YES OR NO	NOTES
WATER SOURCE		
There is a well house		
The well house windows and doors are properly covered		
The well house door is properly locked		
There is a raised platform preventing the inflow of water to the well		
There are no cracks in the floor/platform		
Water does not enter the well or well house from the outside		
There is adequate drainage for cleaning		
Borehole is protected		
Borehole is above floor level		
There are no leaks or cracks in the borehole		
The well is at least 30 meters from any latrine or bathroom		
There are no contaminants in the area		
The area around the source is clean of garbage		
The pump is functioning properly		
Pump is equipped with filters to protect from sediment		
Pump is located at least half a meter above the bottom of the well		
Pump has an automatic shut-off for low water levels		
Flow meter is installed and functioning properly		
Pressure gage is installed and functioning properly		
Sample port is installed		
The water well produces sufficient water during the dry season		
ELECTRICAL SOURCE		
ELECTRICAL GRID		
The connections are correctly done and are not loose		
The connections are well protected		
The cables are in good condition		
The meter is functioning properly		
SOLAR PANELS		
The connections are correctly done and are not lose		
The connections are well protected		
The cables are in good condition		
The panels are properly protected		
The panels are clean of dust and debris		
The panels are not shaded by anything		
CONDUCTION LINES		
There is an absence of breakages and leaks		
All pipes are well laid		
All pipes are completely covered and protected		
Lines crossing rivers or creeks are aerial crossings		
All aerial crossings are protected and in good condition		

WATER TANK		
Secure fence around tank		
Water tank is in good condition (no cracks and/or leaks)		
Valve box is securely installed with a lid		
Valve box securely locked		
There is a clean out valve and line		
Clean out line is properly located and does not form puddles		
Clean out line finished with an elbow		
There is a tank overflow		
Tank overflow is well protected (capped with an elbow and mosquito net)		
Air vent is well protected (capped with an elbow and mosquito net)		
Tank lid dimensions allow people to enter the tank		
Tank lid is constructed to keep water from entering		
Tank lid has handles to easily move it		
Tank lid is securely locked		
Tank has a mechanical or electrical float valve		
Mechanical or electrical float valve is functioning properly		
Is the reservoir free of foreign materials		
There are no contaminants in the immediate area		
Ladder available to climb up AND into tank		
WATER TREATMENT		
CHLORINATION		
All chlorination system components are installed		
Chlorination system is functioning		
Chlorination system is protected with proper housing		
The chlorination system is chlorinating properly		
FILTER		
All filter system components are installed		
Filter is functioning correctly		
Filter is protected with proper housing		
Filter is treating the water properly		
PIPED DISTRIBUTION NETWORK/VALVE BOXES		
There is an absence of breakages and leaks		
All pipes are well laid		
All pipes are completely covered and protected		
Lines crossing rivers or creeks are aerial crossings		
All aerial crossings are protected and in good condition		
VALVE BOXES		
All valve boxes are in good condition		
All valve boxes are securely installed with a lid		
All valve boxes are securely locked		
All valve boxes contain the necessary components		
AIR RELEASE VALVES		
Air release valves are installed in the proper locations (high points in systems)		
Air release valves are properly installed		
All air release boxes are in good condition		
All air release boxes are securely installed with a lid		
All air release boxes are locked		

SEDIMENTATION CLEAN OUTS		
Sedimentation clean outs are installed in the proper locations (low points in systems)		
Sedimentation clean outs are properly installed		
All sedimentation clean out boxes are in good condition		
All sedimentation clean out boxes are securely installed with a lid		
All sedimentation clean out boxes are locked		
END-OF-LINE CLEAN OUTS		
End-of-line clean outs are installed in the proper locations (end of main line)		
End-of-line clean outs are properly installed		
All end-of-line clean out boxes are in good condition		
All end-of-line clean out boxes are securely installed with a lid		
All end-of-line clean out boxes are locked		
HOUSE CONNECTIONS		
All houses are connected to the distribution network		
All house connections are properly covered and protected		
All house connections are in good condition (no cracks/leaks)		
All faucets are properly functioning (no leaks)		
All water meters are properly protected		
All water meters are properly functioning		
All house connections have a shut-off valve		
WATER COMMITTEE EQUIPMENT		
Adequate tools to perform water system maintenance (see tool inventory list)		
Water system maintenance tools are in good condition		
Water system maintenance tools are stored correctly		
Adequate part inventory for water system maintenance (see part inventory list)		
Water system maintenance parts are in good condition		
Water system maintenance parts are stored correctly		
Adequate material inventory for water system cleaning and disinfection (see disinfection inventory list)		
System cleaning and disinfection materials are in good condition		
Proper equipment storage area		
Adequate water treatment equipment (see water treatment inventory list)		
Water treatment equipment is in good condition		
Water treatment equipment is stored correctly		
Knowledge of who to contact to buy more chlorine		
COMMENTS		