PATTERSON MECHANICAL

Commercial Plumbing Maintenance Checklist

A printable planning tool for Manitoba building owners, property managers and facility teams.

> Use this checklist to organize observations and service records. It is not a code inspection, lease interpretation or substitute for qualified plumbing, backflow, fire-protection, electrical or environmental work.

Property / site _____

Address _____

Prepared by _____

Date _____

1. System map and emergency readiness

Done	Planning item	Record
[ ]	Main water shutoff identified, accessible and labelled	Location / condition
[ ]	Sectional valves mapped to tenant, floor or critical area	Areas isolated
[ ]	Water meter and service information recorded	Account / size / notes
[ ]	Water heaters, recirculation pumps and mixing devices listed	Asset IDs
[ ]	Sumps, sewage ejectors, alarms and discharge routes listed	Asset IDs / response
[ ]	Emergency contacts, keys and after-hours access confirmed	Names / phone

2. Routine building observations

Frequency	Observe	Record
Weekly / site-defined	Leaks, running fixtures, odours, slow drains, pump alarms	Location, date, duration and action
Monthly / site-defined	Visible corrosion, water stains, valve access, floor drains, pressure complaints	Trend by room or system
Seasonal	Exterior faucets, loading areas, unheated rooms, sump discharge and freeze pathways	Pre-winter deficiencies
Annual planning	Repair history, repeated blockages, water use and renewal priorities	Budget / investigation list

3. Potable water, pressure and backflow

Done	Review item	Boundary / record
[ ]	Investigate recurring pressure complaints or unexplained pressure changes	Do not adjust pressure controls without diagnosis
[ ]	Track unexplained water use and recurring leak locations	Compare meter / bill patterns where available
[ ]	Identify backflow preventers and required test responsibility	Use the qualified tester and interval required for the device / jurisdiction
[ ]	Inspect visible pipe, fitting and valve corrosion	Record material, location and active leakage
[ ]	Review hot-water complaints, recovery and recirculation	Do not change temperatures without qualified system review

4. Drainage and specialty systems

System	Planning question	Next step
Drains / sewers	Group complaints by fixture, stack, floor and time	Escalate recurring or multi-fixture symptoms
Grease interceptor	Confirm owner, tenant and service-provider responsibilities	Follow the equipment, discharge approval and local requirements
Storm / roof drainage	Record overflow, staining and seasonal debris concerns	Coordinate roofing and drainage specialists as required
Fire suppression	Keep responsibility separate from domestic plumbing	Use the qualified fire-protection provider
Process / specialty	Identify treatment, laboratory, medical or production systems	Assign the appropriate specialist

5. Corrective-action log

Date	Area / asset	Finding	Owner	Due / closed

Emergency reminder: protect people from electrical, contamination and slip hazards. Isolate water only when authorized and safe, and follow the property's emergency and restoration plan.