

Hundreds of gallons of water can be lost through leaks. Large leaks can lead to water damage, mold, and other issues. Regularly checking for leaks will help you reach water efficiency goals for the building. Use the checklist to inspect for water leaks. Use several versions of this form if necessary. You must inspect at minimum base building systems and common areas; all kitchens and restrooms; and 20% of the total exam, diagnostic, and procedure rooms and laboratories.

WATER LEAK INSPECTION CHECKLIST			
Inspection conducted by			
Date(s)			
Date(s) of last inspection			
Water System			
Item	OK	Not OK	Notes or Action Required
Check the water meter(s) and lines running into them			
Check water leak detector dial on the water meter(s) <ul style="list-style-type: none"> - Turn off <u>all</u> water systems and items. - Watch the water meter for a minute or more. - If the leak detection dial is moving continuously, the property may have a leak. - Continue the inspection or engage a service provider if you think the leak is large. 			
Check the property's "wet wall(s)"—the walls that carry the main water lines			
Check water supply lines			
Check water return lines			
Check for failing, freezing, or worn pipes <ul style="list-style-type: none"> - Connections, fittings, and valves need close inspection. 			
Check water heater(s)			
Check water fountains			
Check laundry facilities			

Exam, Diagnostic, & Procedure Rooms, Labs			
Room #1	OK	Not OK	Notes or Action Required
Check conventional system			
Check medical/lab system (if applicable)			
Room #2	OK	Not OK	Notes or Action Required
Check conventional system			
Check medical/lab system (if applicable)			
Room #3	OK	Not OK	Notes or Action Required
Check conventional system			
Check medical/lab system (if applicable)			
Room #4	OK	Not OK	Notes or Action Required
Check conventional system			
Check medical/lab system (if applicable)			
Room #5	OK	Not OK	Notes or Action Required
Check conventional system			
Check medical/lab system (if applicable)			
Room #6	OK	Not OK	Notes or Action Required
Check conventional system			
Check medical/lab system (if applicable)			
Room #7	OK	Not OK	Notes or Action Required
Check conventional system			
Check medical/lab system (if applicable)			

Restrooms			
Restroom #1	OK	Not OK	Notes or Action Required
Check toilets			
Check faucets			
Check urinals			
Check ceilings, walls, and floors for water damage			
Restroom #2	OK	Not OK	Notes or Action Required
Check toilets			
Check faucets			
Check urinals			
Check ceilings, walls, and floors for water damage			
Restroom #3	OK	Not OK	Notes or Action Required
Check toilets			
Check faucets			
Check urinals			
Check ceilings, walls, and floors for water damage			
Restroom #4	OK	Not OK	Notes or Action Required
Check toilets			
Check faucets			
Check urinals			
Check ceilings, walls, and floors for water damage			
Restroom #5	OK	Not OK	Notes or Action Required
Check toilets			
Check faucets			
Check urinals			

Check ceilings, walls, and floors for water damage			
Restroom #6	OK	Not OK	Notes or Action Required
Check toilets			
Check faucets			
Check urinals			
Check ceilings, walls, and floors for water damage			
Kitchens			
Kitchen #1 Item	OK	Not OK	Notes or Action Required
Check faucet			
Check dishwasher			
Check icemaker			
Check ceilings, walls, and floors for water damage			
Kitchen #2 Item	OK	Not OK	Notes or Action Required
Check faucet			
Check dishwasher			
Check icemaker			
Check ceilings, walls, and floors for water damage			
Kitchen #3 Item	OK	Not OK	Notes or Action Required
Check faucet			
Check dishwasher			
Check icemaker			
Check ceilings, walls, and floors for water damage			
Kitchen #4 Item	OK	Not OK	Notes or Action Required
Check faucet			
Check dishwasher			

Check icemaker			
Check ceilings, walls, and floors for water damage			
Kitchen #5 Item	OK	Not OK	Notes or Action Required
Check faucet			
Check dishwasher			
Check icemaker			
Check ceilings, walls, and floors for water damage			
Kitchen #6 Item	OK	Not OK	Notes or Action Required
Check faucet			
Check dishwasher			
Check icemaker			
Check ceilings, walls, and floors for water damage			
HVAC System			
Item	OK	Not OK	Notes or Action Required
Check equipment room(s) for pooled water and unusual condensate			
Check seams, gaskets, and seals on all HVAC units			
Check condensate pans for overflow			
Check for clogged condensate drain			
Check evaporator coils			
Check circulating pumps for leaks around seals and packing			
Check all pressure relief valves			
Check all automatic air vents			
Check back flow preventer for proper function			
Check cooling tower makeup and bleed water lines			

Check for mineral build-up and blockages in cooling tower fill and basin			
--	--	--	--

Optional steps

- Use the resources available at the [Environmental Defense Fund \(EDF\) website](#) to evaluate the building's cooling tower water use
- Explore other water efficiency practices at the EPA's website: <https://www.epa.gov/watersense/commercial-buildings>

Alternative Documentation

Instead of this form, you may submit at least one of the following to IREM®:

- Paragraph summarizing inspection and findings
- Copy of any checklist used