Water systems housekeeping - monthly task sheet

Cross-platform record for care between planned maintenance visits

Month / year	Laboratory / site	Instrument ID	Location	Owner	SOP / reference

DAILY CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Quality and system status	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Dispense point and collection	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Feed, storage and recirculation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Use and observation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

DAILY CHECK	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Quality and system status	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Dispense point and collection	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Feed, storage and recirculation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Use and observation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

WEEKLY CHECKS - complete once each week

	W1	W2	W3	W4
Hygiene and hydraulic condition: Clean dispensers and accessible surfaces; inspect tubing, drains, storage and low-use points for deposits, leakage or stagnation risk.	☐	☐	☐	☐
Consumables and trend: Review pretreatment, cartridges, filters, quality, demand, sanitisation and alarm history against the established pattern.	☐	☐	☐	☐

MONTHLY REVIEW

☐ Water-quality and control review: Review required chemical, TOC, microbial or endotoxin evidence with sanitisation, consumable, storage

POST-MAINTENANCE / RETURN TO USE

☐ Reassembly, function and qualification impact assessed and recorded.

Concerns / task reference:

Water systems housekeeping - task guidance

What to check, what to notice and when to investigate

Annual servicing is one important control - not a year-round maintenance strategy.

Laboratory water systems experience changing feed quality, continuous purification demand, storage and recirculation effects, consumable exhaustion and point-of-use contamination throughout the year. Their condition needs maintaining between service visits through quality review, hygienic handling, planned sanitisation and timely response to decline or alarm.

DAILY

Quality and system status

Review displayed resistivity or conductivity, temperature, TOC where fitted and all messages against the approved water specification and application—not a generic type label alone.

DAILY

Dispense point and collection

Keep the outlet, gun or remote dispenser clean and protected as specified. Prevent vessel contact, splash-back and hand contamination; use a suitable clean receiving container.

WEEKLY

Dispensing and external hygiene

Clean the dispenser and accessible external surfaces using the compatible procedure. Inspect tubing, fittings, drains, drip trays and nearby bench areas for residue, deposits or leakage.

WEEKLY

Pretreatment and consumable status

Review cartridge, membrane, UV lamp, filter, softener or pretreatment status and any pressure, life or quality indicator; do not substitute a universal replacement interval.

MONTHLY

Quality and monitoring trend

Review chemical, TOC, microbial, endotoxin or other evidence required for the intended use and approved monitoring plan. The installed display is not the whole specification.

MONTHLY

Sanitisation and filter control

Confirm sanitisation, vent or point-of-use filter, cartridge and other consumable tasks remain current for the model, usage and risk; record completion and recovery evidence.

SHUTDOWN

Clean, secure and leave the instrument in its defined state.

POST-MAINTENANCE

Check reassembly and function; assess verification or qualification impact.

METHOD CONTROL

Current standard, method, OEM manual and SOP remain controlling.

PAUSE AND INVESTIGATE WHEN YOU SEE

- **Quality decline or instability**
  Resistivity falls, conductivity or TOC rises, or values vary with recirculation, demand or time beyond the established pattern.
- **Leak, drain or reservoir issue**
  Water appears around fittings, cartridges, tank or bag, drain, drip tray, dispenser or remote point.
- **Reduced production or dispense flow**
  Production rate, pressure, reservoir recovery or point-of-use flow changes unexpectedly.
- **Recurring consumable or sanitisation warning**
  A cartridge, filter, lamp, membrane, pretreatment or sanitisation message becomes due early, repeats or will not clear after correct action.
- **Microbial or hygiene concern**
  Adverse microbial trend, odour, slime, visible growth, wet external surfaces or repeated post-filter concern appears.
- **Monitoring or specification gap**
  A required result, display value, sampling record or alarm history is missing, implausible or cannot demonstrate suitability for use.

MONTH-END REVIEW

Reviewed by: _____ **Date:** _____ **Outcome / follow-up:** _____