Templates for Maintenance Recordkeeping

This template is provided for your reference and use and can be modified to accommodate the specific elements of your Remedial Action Plan including, but not limited to, maintenance schedules for:

- Point of Use (POU) Filter Check and/or Replacement
- Signage Inspections
- Flushing Program
- Aerator Cleaning
- Drinking Water Cleaning

| Remedial action type: Ex: Point of Use Filter Checks/Replacement, Signage Inspections, Flushing, or Aerator Cleaning Frequency: | | | | | |
|--|--|--|-----------|------------------------|-------|
| | | | Descripti | on of Maintenance acti | vity: |
| | | | Date | Completed by | Notes |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |