

PROCESS FOR A FULL SYSTEMS CHECK

✓ CONSUMPTION TEST

Each tech should have a 5-gallon vinyl bucket with the 5-gallon mark darkened with a black permanent marker.

This test will be ran every time a unit is entered.

This test requires two people. The first will be located at the meter and the other will be located inside the unit.

The person inside the unit will turn on the water, whether hot or all water system, and watch the water fill the bucket. This test should be ran with both hot and cold water. The person at the meter will communicate how much water has been through the meter. (ie: 1 gallon, 2 gallons, 3 gallons, 4 gallons, 4 ¼ gallons, 4 ½ gallons, 4 ¾ gallons, close to 5, 5 gallons). When the person inside the unit hears 4 gallons, they should stat to slow the water flow down. When they hear 5 gallons the water should be cut off completely.

This test should show: the meter is turning and reading consumption & it is measuring the water sent through the meter accurately.

The person inside the unit should compare the marked 5-gallon line to where the water actually is in the bucket. The water in the bucket should be at the marked 5-gallon line.

After the information is analyzed, the techs should call the WSI office and verify with Brannon that the electronics/computer registered 5-gallons, no more and no less.

After this test is ran and all information is recorded on paper and verified by both people, the bucket should be rinsed out with cold water to avoid swelling of the bucket for continued accurate testing throughout the property.

✓ CROSSED LINES/CROSSED PLUMBING TEST

◆ ALL WATER SYSTEMS (COLD WATER)

◆ One person will be inside the unit, the other at the meter.

➤ The person inside the unit will run water at every fixture, both hot and cold sides of the faucet, to make sure water is going through the meter from each fixture. The person at the meter will communicate that water is turning the meter at each location and

document accordingly. This will verify that all of the water that goes to that unit is going through the meter and that water is not coming from another unit.

- One person will shut off the water to the unit using the unit shut off valve. Next, water will be run through each fixture. There should not be water at any fixture.
 - While the water is shut off, the technicians will go to all surrounding units and run water at each fixture both hot and cold, to verify that all fixtures have water. Remember to check each side of the fixture. All fixtures in all surrounding units should have water. **Make sure all doors are locked when leaving.**
 - Go to original unit and turn water back on. Make sure all fixtures are turned off and the water is turned on. **DO NOT FLOOD A UNIT!**
 - Lock door when leaving.
- ◆ **HOT WATER SYSTEMS**
- One person at meter, the other will be running water in unit.
 - First run water through all hot water fixtures, verify each faucet is turning the meter and document accordingly.
 - Run water on all cold side of the fixtures, verify water is **not** going through the meter and document accordingly.
 - Shut off hot water to unit.
 - Go to all hot water fixtures individually and turn on the water, there should not be any water. If there is this is a red flag.
 - Go to all cold water fixtures individually and turn on the water, there should be water. If there is no water, this is a red flag.
 - While hot water is turned off, go to all surrounding units, hose bibs, car washes, etc., run both hot and cold water through fixtures. There should be water at each fixture. If not this is a red flag. Also, while running water in each unit @ each fixture, document any meter movement. There should not be any movement. If there is this is a red flag.
 - Go to original unit and turn hot water back on. Check all fixtures to be sure they are turned off. Go to kitchen sink and make sure there is hot water, turn off sink fixture.
 - Lock door to unit.

FLAPPER VALVE TEST

- ◆ This test will determine if the flapper valve is leaking or not. It requires food coloring.
- The technician will lift the top off the back of the toilet.

- Flush the toilet and watch the water fill the tank. Is the chain too long? Is it getting stuck under the flapper valve? If yes, shorten the chain. Do this test 3 times to make sure the chain is short enough.
- Now, put food coloring in the tank, not the bowl, and watch for the color to seep into the bowl. This can only be done after the toilet bowl has been flushed and filled up again. If there is color seeping into the bowl, there is a flapper valve problem, the flapper valve needs to be changed out as it is seeping.

THESE TESTS MUST BE FOLLOWED AS WRITTEN.
DOCUMENTATION MUST BE FILLED OUT ON CHECKLIST.
AFTER FOLLOWING THESE PROCEDURES, IF A PROBLEM
CANNOT BE FOUND **DO NOT REPLACE ANY PARTS!** CALL
OFFICE WITH INFORMATION TO GET DIRECTIONS ON WHAT TO
DO NEXT.

FULL SYSTEMS CHECK CHECKLIST

CONSUMPTION TEST

5-GALLON BUCKET WITH MARKED LINE _____
NAME OF PERSON OBSERVING UNIT _____
NAME OF PERSON INSIDE UNIT _____
IS THE METER TURNING AND READING? _____
IS THE METER ACCURATELY READING? _____
DID THE ELECTRONICS/COMPUTER ACCURATELY REGISTER 5-GALLONS? _____
WAS BUCKET RINSED OUT? _____

CROSSED LINES/CROSSED PLUMBING TEST

UNIT # _____
NAME OF PERSON OBSERVING METER _____
NAME OF PERSON INSIDE UNIT _____
SOURCE OF WATER FOR DISHWASHER _____
KITCHEN SINK COLD WATER _____ HOT WATER _____
WASHING MACHINE COLD WATER _____ HOT WATER _____
BATHROOM SINK COLD WATER _____ HOT WATER _____
TOILET COLD WATER _____ HOT WATER _____
TUB COLD WATER _____ HOT WATER _____
REFRIGERATOR COLD WATER _____
ADDITIONAL BATHROOMS _____
BATHROOM SINK COLD WATER _____ HOT WATER _____
TOILET COLD WATER _____ HOT WATER _____
TUB COLD WATER _____ HOT WATER _____
ADDITIONAL BATHROOMS _____
BATHROOM SINK COLD WATER _____ HOT WATER _____
TOILET COLD WATER _____ HOT WATER _____
TUB COLD WATER _____ HOT WATER _____
DID YOU LOCK THE DOOR? _____

FLAPPER VALVE TEST

DO YOU HAVE FOOD COLORING? _____
IS THE CHAIN SHORT ENOUGH? _____
IS THE CHAIN LANDING UNDER THE FLAPPER VALVE? _____
IF YES, DID YOU SHORTEN THE CHAIN? _____
DID YOU FLUSH THE TOILET AND WATCH THE CHAIN AT LEAST 3 DIFFERENT TIMES? _____
DID THE FOOD COLORING SEEP INTO THE TOILET BOWL? _____

DID YOU FIND A PROBLEM WHILE PERFORMING ANY OF THESE TESTS? _____
IF YES, EXPLAIN IN DETAIL: _____
