KNOWLEDGE BRIEF

Commercial Plumbing Southern CA Compliance Checklist

Use this checklist to ensure your commercial properties are fully code-compliant, inspection-ready, and operating safely.

Section 1: Documentation Needed

- ☐ Annual backflow device test reports for each device
- ☐ Records of backflow device repairs, replacements, or adjustments
- ☐ Water temperature logs for all handwashing, dishwashing, and cleaning fixtures
- ☐ Maintenance records for mixing valves, water heaters, and circulation pumps
- ☐ Material verification records (pipes, fittings, valves) showing only approved materials installed
- ☐ Vendor service reports, including preventive maintenance and emergency repairs
- ☐ Internal inspection logs verifying accessibility, labeling, and operational status of critical plumbing components
- ☐ Staff training records covering emergency procedures, valve operation, and reporting protocols
- ☐ Previous inspection reports with corrections documented and verified

Section 2: Inspection Preparation Actions

- ☐ Verify all backflow devices are installed correctly, accessible, and labeled
- ☐ Confirm annual backflow tests have been completed and properly documented
- ☐ Check water temperature at all required fixtures and log results
- ☐ Inspect piping, fittings, and valves for corrosion, leaks, or improper support
- ☐ Ensure mixing valves are calibrated and functioning
- ☐ Review all vendor maintenance reports for completeness and consistency
- ☐ Conduct a walkthrough to ensure all plumbing components are accessible for inspection
- ☐ Train staff on system operation and emergency shut-off locations
- ☐ Prepare all documentation in a central location for easy retrieval during inspection

Section 3: Key Compliance Areas – Water Supply & Drainage

- ☐ Backflow prevention devices installed at all cross-connections and high-hazard areas
- ☐ Potable water lines free of prohibited materials (e.g., lead, polybutylene, non-approved plastics)
- ☐ Proper pipe supports and installation orientation verified
- ☐ Water heaters maintained for consistent hot water delivery
- ☐ Mixing valves installed and calibrated at points of use
- ☐ Drainage systems functioning without blockage, sagging, or leakage
- ☐ Floor drains, vent stacks, and traps correctly installed and free of debris
- ☐ No cross-connections or illegal connections between potable and non-potable systems

Section 4: Annual Compliance Calendar – Quick-Glance

January – February:

- ☐ Review all backflow devices installed in the previous year
- ☐ Schedule annual backflow testing
- ☐ Audit documentation from prior year inspections

March – April:

- ☐ Verify water heaters and mixing valves are maintained and calibrated
- ☐ Conduct spring preventive maintenance inspections on all piping and valves

May – June:

- ☐ Staff refresher training on emergency valve operation and reporting procedures
- ☐ Confirm vendor service contracts are up to date

July – August:

- ☐ Mid-year review of maintenance logs, temperature logs, and inspection readiness
- ☐ Inspect drainage systems for summer usage impact

September – October:

- ☐ Conduct pre-inspection walkthroughs for all properties
- ☐ Verify backflow devices, water temperature, and labeling compliance
- ☐ Update staff training as needed

November – December:

- ☐ Prepare documentation for annual inspections
- ☐ Conduct internal audit of all vendor work reports, logs, and device maintenance records
- ☐ Schedule any repairs or replacements required before year-end inspection