

Water Leak Detection Instructions

Property Name	Unit #	# of Occupants	Do occupants have a clothes washer?	Tester's Name	Date

Education

1. Did you or the property manager give the Water Savings Tips flyer to the resident and discuss it with them?
 Yes No
2. If neither of you could have a conversation with the resident; did you tape the 'Water Saving Tips' to their door?
 Yes No

Water Leak Instructions

1. Make sure all faucets and water sources in the home are turned off.

Faucets: check tube spouts and p-traps for leakage

- Kitchen Sink Faucet
- Bathroom Sink Faucet(s)
- Shower Faucet Head(s)
- Bath Tub Faucet(s)

Dishwasher:

- Check pump, valves, hoses, and clamps. Run the dishwasher and check water level, door gasket, sprayer arm, and inlet valve

Clothes Washer:

- Check the water supply hose for leak at the connection points (they are often not tight enough); dispenser seal and door seal; drainage hose and pump; under the washing machine

Toilets: dye test is the easiest way

- Put a few drops of food coloring or a few dye tablets in the toilet tank. Let it sit for 25 minutes. If the color leaks into the toilet bowl, then there is a leak.

2. Locate the meter.

3. **Verify that no water is flowing through the meter.** The meter is equipped with a leak detection wheel (it is a dial located in the center of the water meter face), make sure it is not moving. If it is moving, then water is flowing through the meter and another thorough inspection in the unit is required.

Bucket Test Instructions - Meter Check

Note: A 5-Gallon bucket is required to perform the test.

After the leaks are found and the leak detection wheel stops moving, then complete the bucket test to ensure the meter is working properly.

1. Write down the current meter reading for the cold water sub-meter:
2. From the bathtub, run COLD water only into the 5-Gallon bucket, filling it two times.
3. Return to the meter and write down the new meter reading.
4. Subtract new meter reading from the initial meter reading in step 1. The newest meter reading should have increased by 10 gallons. There is an accepted range of 3 gallons over or under the recorded reading. If the reading is within the 7-13 gallon range, then meter is healthy. If the meter registers less than 7 or more than 13 gallons, then the meter might be faulty. Please inform your property manager of this.
5. Circle one, is the meter:
 - a. Healthy
 - b. Unhealthy

