

Water softener maintenance checklist

For residential salt-regenerating softeners. Record what you can observe; use the exact model manual to set refill, cleaning and service intervals.

Date / time _____	Next inspection _____
Full system model _____	Manual / revision _____
Serial / valve model _____	Water source _____

1 / Observe before changing anything

Check	Your dated observation
☐ Salt supply	Before level: _____ Product: _____ Added: _____ lb After level: _____ Salt left outside tank: _____ lb
☐ Water level / cycle	Display or confirmed stage: _____ Reference point / level: _____
☐ Controller / cycles	Message: _____ Last cycle: _____ Automatic / manual / unknown: _____
☐ Exterior condition	Floor wetness / visible hose change / other symptom: _____
☐ Hardness result	Incoming / treated: _____ Tap: _____ Date: _____ Result + unit: _____ Test method: _____

2 / Decide the next step from the evidence

Routine: compare salt and water observations at the same cycle stage; refill only to your model's range. Check treated-water results under repeatable conditions. Write 'not tested' or 'unknown' when appropriate.

Model-specific procedure or service: settings changes, chemicals, disassembly, disconnecting tubing, depressurizing and internal cleaning require the matching instructions. Do not combine procedures from different models.

Active leak or overflow: use only a known safe isolation procedure and obtain prompt help. Do not handle electrical equipment from a wet area.

3 / Record the action and its outcome

Action / person / procedure source: _____

Recheck date, result and next reminder: _____