

Facility Cleaning Log Instructions

Why should I use this log?

You must keep your water system facilities and equipment in good working condition. Use this log to track cleaning activities and show compliance with the rules.

How do I use it?

Write the name or description of the equipment and the date it was cleaned. Include any comments or concerns you may need to address in the future.

When do I use it?

When you clean any facilities or equipment.

Do I send it to TCEQ?

No, you do not need to send this to TCEQ. Keep it with your records for inspections.

How long should I keep it?

Keep completed logs in your records for **at least two years**.

What if I need help?

If you have questions about how to fill out the log or the public water system program, please contact Small Business and Local Government Assistance by phone at 800-447-2827, or by email at TexasEnviroHelp@tceq.texas.gov.

