Commercial Irrigation Issue Checklist

Use this printable checklist to track dry spots, leaks, runoff, overspray, high water bills, controller changes, repair approvals, and vendor follow-up.

Property: _____ **Reviewer:** _____

Date: _____ **Last Service Date:** _____

Review Type: ☐ Property Walk ☐ Tenant Complaint ☐ Water Bill Review ☐ Post-Repair ☐ Other

How to use this checklist

Walk the site and mark each line as OK, Concern, or N/A. Use the notes column for exact location, photos needed, urgency, and vendor follow-up. Recheck repeated issues monthly.

1. Issue Intake

CHECK ITEM	OK	CONCERN	N/A	NOTES / LOCATION / NEXT STEP
Exact location documented	☐	☐	☐	
Photos attached where helpful	☐	☐	☐	
Dry turf or stressed plants observed	☐	☐	☐	
Wet sidewalk or runoff observed	☐	☐	☐	
Broken head, leak, or geyser observed	☐	☐	☐	
Overspray onto building, street, vehicle, or sign	☐	☐	☐	
Standing water, soggy turf, or algae observed	☐	☐	☐	
High water bill or usage spike noted	☐	☐	☐	
Safety concern flagged	☐	☐	☐	
Repeat issue from prior walkthrough	☐	☐	☐	
Tenant, resident, customer, or owner impact noted	☐	☐	☐	
Urgent follow-up needed	☐	☐	☐	

Quick rule

If water crosses a sidewalk, ramp, storefront entry, pool deck, or other pedestrian route, document it as a safety-sensitive irrigation issue and escalate it quickly.

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Vendor follow-up, repair approvals, controller notes, and audit decision

2. Vendor Follow-Up and Repair Tracking

CHECK ITEM	OK	CONCERN	N/A	NOTES / LOCATION / NEXT STEP
Issue sent to vendor with location and photos	☐	☐	☐	
Vendor inspection date recorded	☐	☐	☐	
Likely cause documented	☐	☐	☐	
Repair or adjustment recommendation received	☐	☐	☐	
Scope status marked included, excluded, unclear, or separate	☐	☐	☐	
Approval authority confirmed	☐	☐	☐	
Repair estimate received if needed	☐	☐	☐	
Completion note received	☐	☐	☐	
Completion photos received if available	☐	☐	☐	
Repeat status checked after next service	☐	☐	☐	

3. Controller and Water Use Notes

Controller / Location: _____ **Zone / Area:** _____

Previous Run Time: _____ **New Run Time:** _____

Reason for Change: _____ **Changed By:** _____

Water Bill Concern: _____ **Follow-Up Date:** _____

When to request an audit

Consider a broader irrigation review when dry spots and overwatering appear together, water bills spike without explanation, repairs repeat, runoff continues after adjustment, or the vendor explanation is unclear.

Recommended next step

- ☐ Continue monitoring
- ☐ Send correction request
- ☐ Request repair pricing
- ☐ Request owner approval
- ☐ Schedule irrigation audit
- ☐ Add to budget plan

4. Top Action Items

1. _____
2. _____
3. _____
4. _____