



## WATER LEAK INVESTIGATION CHECKLIST

Following are recommended actions to investigate a potential water leak, listed by priority.

**Step 1:** Turn off all faucets, outside spigots, and other water using devices. Watch your water meter register for 30 minutes to see if the water meter is registering water usage. Your water meter register should look like one of the two registers below. If the **triangle** or the **dial** spin, then water is flowing through the water meter and there may be a water leak.



**Step 2:** If water is found to be flowing through the meter, then check:

- Toilets – flappers can get stuck in the open position allowing water to drain through the toilet; remove the toilet tank lid and check that the flapper is properly seated in the closed position; take a flashlight and look for streams of water running down the toilet bowl; Village Hall can provide small dye packs to put in the toilet tank which will result in colored water flowing into the toilet bowl if the flapper has a leak.
- Humidifiers – often attached to furnaces and can get stuck in the open position; check the floor around the furnace for puddles and look for drainpipes that may be draining overflow water from the humidifier to a drain
- Outside Spigots - check that all outside water spigots are fully closed
- Faucets - Check that all faucets are fully closed and not dripping water
- Water Heaters – Check that the water heater is not leaking water
- In Floor Heating – radiant floor water heat tubing in concrete floors can crack and drain water into the ground; check for leaks in any heating systems that use water