

SIGN OFF SHEET FOR LIFT STATION #1

* PLEASE INITIAL AND STATE TIME OF DAY

		Monday	Tuesday	Wednesday	Thursday	Friday
Pumps are Cycling	pump #1					
	pump #2					
Bldg. Heat is Being Maintained						
Sewage levels in sump are within normal ranges						
Autodialer and alarm system is in ready mode						

COMMENT:

SIGN OFF SHEET FOR LIFT STATION #2** PLEASE INITIAL AND STATE TIME OF DAY*

		Monday	Tuesday	Wednesday	Thursday	Friday
Pumps are Cycling	pump #1					
	pump #2					
Bldg. Heat is Being Maintained						
Sewage levels in sump are within normal ranges						
Autodialer and alarm system is in ready mode						

COMMENT:

MONTHLY CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
Nov-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepancies to supervisor. Inspect for the following:		
Nov-01	Leaking piping of fixture connections		
Nov-01	Corrision		
Nov-01	Sagging or misaligned piping		
Nov-01	Inspect packing gland and tighten as necessary. Varify correct position.		
Nov-01	Check for leaking seals.		
	BACKUP GENERATOR		
Nov-01	Run engine for 20 minutes		
Nov-01	Check oil and fuel filter		
Nov-01	Maintenance as per Manufacturer instructions.		

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
Dec-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepancies to supervisor. Inspect for the following:		
Dec-01	Leaking piping of fixture connections		
Dec-01	Corrision		
Dec-01	Sagging or misaligned piping		
Dec-01	Inspect packing gland and tighten as necessary. Varify correct position.		
Dec-01	Check for leaking seals.		
	BACKUP GENERATOR		
Dec-01	Run engine for 20 minutes		
Dec-01	Check oil and fuel filter		
Dec-01	Maintenance as per Manufacturer instructions.		

MONTHLY CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	<i>DRAIN AND VENT SYSTEM</i>		
Sep-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepencies to supervisor. Inspect for the following:		
Sep-01	Leaking piping of fixture connections		
Sep-01	Corrision		
Sep-01	Sagging or misaligned piping		
Sep-01	Inspect packing gland and tighten as necessary. Varify correct position.		
Sep-01	Check for leaking seals.		
	BACKUP GENERATOR		
Sep-01	Run engine for 20 minutes		
Sep-01	Check oil and fuel filter		
Sep-01	Maintenance as per Manufacturer instructions.		

DATE	ACTION	INITIAL	COMMENT
	<i>DRAIN AND VENT SYSTEM</i>		
Oct-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepencies to supervisor. Inspect for the following:		
Oct-01	Leaking piping of fixture connections		
Oct-01	Corrision		
Oct-01	Sagging or misaligned piping		
Oct-01	Inspect packing gland and tighten as necessary. Varify correct position.		
Oct-01	Check for leaking seals.		
	BACKUP GENERATOR		
Oct-01	Run engine for 20 minutes		
Oct-01	Check oil and fuel filter		
Oct-01	Maintenance as per Manufacturer instructions.		

MONTHLY CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
DRAIN AND VENT SYSTEM			
Jul-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepancies to supervisor. Inspect for the following:		
Jul-01	Leaking piping of fixture connections		
Jul-01	Corrision		
Jul-01	Sagging or misaligned piping		
Jul-01	Inspect packing gland and tighten as necessary. Varify correct position.		
Jul-01	Check for leaking seals.		
BACKUP GENERATOR			
Jul-01	Run engine for 20 minutes		
Jul-01	Check oil and fuel filter		
Jul-01	Maintenance as per Manufacturer instructions.		

DATE	ACTION	INITIAL	COMMENT
DRAIN AND VENT SYSTEM			
Aug-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepancies to supervisor. Inspect for the following:		
Aug-01	Leaking piping of fixture connections		
Aug-01	Corrision		
Aug-01	Sagging or misaligned piping		
Aug-01	Inspect packing gland and tighten as necessary. Varify correct position.		
Aug-01	Check for leaking seals.		
BACKUP GENERATOR			
Aug-01	Run engine for 20 minutes		
Aug-01	Check oil and fuel filter		
Aug-01	Maintenance as per Manufacturer instructions.		

MONTHLY CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
May-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepancies to supervisor. Inspect for the following:		
May-01	Leaking piping of fixture connections		
May-01	Corrision		
May-01	Sagging or misaligned piping		
May-01	Inspect packing gland and tighten as necessary. Varify correct position.		
May-01	Check for leaking seals.		
	BACKUP GENERATOR		
May-01	Run engine for 20 minutes		
May-01	Check oil and fuel filter		
May-01	Maintenance as per Manufacturer instructions.		

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
Jun-01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepancies to supervisor. Inspect for the following:		
Jun-01	Leaking piping of fixture connections		
Jun-01	Corrision		
Jun-01	Sagging or misaligned piping		
Jun-01	Inspect packing gland and tighten as necessary. Varify correct position.		
Jun-01	Check for leaking seals.		
	BACKUP GENERATOR		
Jun-01	Run engine for 20 minutes		
Jun-01	Check oil and fuel filter		
Jun-01	Maintenance as per Manufacturer instructions.		

MONTHLY CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
Mar. 01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepencies to supervisor. Inspect for the following:		
Mar. 01	Leaking piping of fixture connections		
Mar. 01	Corrision		
Mar. 01	Sagging or misaligned piping		
Mar. 01	Inspect packing gland and tighten as necessary. Varify correct position.		
Mar. 01	Check for leaking seals.		
	BACKUP GENERATOR		
Mar. 01	Run engine for 20 minutes		
Mar. 01	Check oil and fuel filter		
Mar. 01	Maintenance as per Manufacturer instructions.		

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
Apr. 01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepencies to supervisor. Inspect for the following:		
Apr. 01	Leaking piping of fixture connections		
Apr. 01	Corrision		
Apr. 01	Sagging or misaligned piping		
Apr. 01	Inspect packing gland and tighten as necessary. Varify correct position.		
Apr. 01	Check for leaking seals.		
	BACKUP GENERATOR		
Apr. 01	Run engine for 20 minutes		
Apr. 01	Check oil and fuel filter		
Apr. 01	Maintenance as per Manufacturer instructions.		

MONTHLY CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
Jan. 01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepencies to supervisor. Inspect for the following:		
Jan. 01	Leaking piping of fixture connections		
Jan. 01	Corrision		
Jan. 01	Sagging or misaligned piping		
Jan. 01	Inspect packing gland and tighten as necessary. Varify correct position.		
Jan. 01	Check for leaking seals.		
	BACKUP GENERATOR		
Jan. 01	Run engine for 20 minutes		
Jan. 01	Check oil and fuel filter		
Jan. 01	Maintenance as per Manufacturer instructions.		

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
Feb. 01	Clean & inspect all piping, valves and componenets associated with the drain and vent system. Report all discrepencies to supervisor. Inspect for the following:		
Feb. 01	Leaking piping of fixture connections		
Feb. 01	Corrision		
Feb. 01	Sagging or misaligned piping		
Feb. 01	Inspect packing gland and tighten as necessary. Varify correct position.		
Feb. 01	Check for leaking seals.		
	BACKUP GENERATOR		
Feb. 01	Run engine for 20 minutes		
Feb. 01	Check oil and fuel filter		
Feb. 01	Maintenance as per Manufacturer instructions.		

QUARTERLY SIGN-OFF SHEET FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	<i>MANHOLES AT LIFT STATION</i>		
Jan-01	Remove manhole cover and visually inspect interior		
Jan-01	Remove all debris and sediment and flush with water		
	<i>WET PIT OR SUMP</i>		
Jan-01	Check build-up of sludge and if required remove any build-up of sediment and sludge in bottom of wet pit or sump		
	<i>CONTROLS</i>		
Jan-01	Check the float switches for sludge build-up. Lift the switches from the pit and clean. After cleaning, visually inspect and allow to operate in sequence for proper pump operation.		
Jan-01	Check control panel for functioning check for moisture or corrosion.		

	<i>MANHOLES AT LIFT STATION</i>		
Apr. 01	Remove manhole cover and visually inspect interior		
Apr. 01	Remove all debris and sediment and flush with water		
	<i>WET PIT OR SUMP</i>		
Apr. 01	Check build-up of sludge and if required remove any build-up of sediment and sludge in bottom of wet pit or sump		
	<i>CONTROLS</i>		
Apr. 01	Check the float switches for sludge build-up. Lift the switches from the pit and clean. After cleaning, visually inspect and allow to operate in sequence for proper pump operation.		
Apr. 01	Check control panel for functioning check for moisture or corrosion.		

	MANHOLES AT LIFT STATION		
Jul. 01	Remove manhole cover and visually inspect interior		
Jul. 01	Remove all debris and sediment and flush with water		
	WET PIT OR SUMP		
Jul. 01	Check build-up of sludge and if required remove any build-up of sediment and sludge in bottom of wet pit or sump		
	CONTROLS		
Jul. 01	Check the float switches for sludge build-up. Lift the switches from the pit and clean. After cleaning, visually inspect and allow to operate in sequence for proper pump operation.		
Jul. 01	Check control panel for functioning check for moisture or corrosion.		

	MANHOLES AT LIFT STATION		
Oct. 01	Remove manhole cover and visually inspect interior		
Oct. 01	Remove all debris and sediment and flush with water		
	WET PIT OR SUMP		
Oct. 01	Check build-up of sludge and if required remove any build-up of sediment and sludge in bottom of wet pit or sump		
	CONTROLS		
Oct. 01	Check the float switches for sludge build-up. Lift the switches from the pit and clean. After cleaning, visually inspect and allow to operate in sequence for proper pump operation.		
Oct. 01	Check control panel for functioning check for moisture or corrosion.		

BI-ANNUAL CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	<i>WASTE PIPING</i>		
<i>Jan-01</i>	Clean all building drain and sewer piping with hand or power rodding equipment.		
	<i>SEWAGE PUMPS</i>		
<i>Jan-01</i>	Wash down pumps with a pressure hose to remove sludge build-up on intake piping.		
	<i>MOTORS</i>		
<i>Jan-01</i>	Check and clean cooling airflow passages on electric motors as necessary so that nothing obstructs airflow.		

DATE	ACTION	INITIAL	COMMENT
	<i>WASTE PIPING</i>		
<i>Jul. 01</i>	Clean all building drain and sewer piping with hand or power rodding equipment.		
	<i>SEWAGE PUMPS</i>		
<i>Jul. 01</i>	Wash down pumps with a pressure hose to remove sludge build-up on intake piping.		
	<i>MOTORS</i>		
<i>Jul. 01</i>	Check and clean cooling airflow passages on electric motors as necessary so that nothing obstructs airflow.		

ANNUAL CHECKLIST FOR LIFT STATION #1

DATE	ACTION	INITIAL	COMMENT
	DRAIN AND VENT SYSTEM		
	FLOOR DRAINS		
Jul-15	Visually inspect floor drain		
	VENTS		
Jul-15	Check vent terminals and verify that no blockages exist. Flush with water		
	SEWAGE LIFT STATION AND SEWAGE SUMP UNIT		
Jul-15	Check function of valves (pump turns backwards or pump shuts off when check valves are bad.		
Jul-15	Check amps while pump is running and fully submerged. Compare with name-plate or technical data and check setting of overloads in control panel.		
	SEWAGE PUMPS		
Jul-15	On vertical units, check the following: Impeller Volute Bottom bearing Intermediate bearings Grease seal Packing Shaft Lubricate bearings		
	SANITARY WASTE SYSTEM INSTRUMENTATION & ELECTRICAL LEVEL GAUGES		
Jul-15	Check for accuracy. Remove manhole cover and check gauge reading against calibrated dipstick. Recalibrate as required following equipment manufacturers instructions.		
	PRESSURE GAUGES		
Jul-15	Isolate the gauge by closing the proper valves. Remove and check in a fixture against a calibrated gauge. Adjust as required following equipment manufacturers instructions.		
	TRANSMITTER & CONTROLLERS		
Jul-15	Calibrate and adjust in accordance with the manufacturer's recommendations		
	ALL ELECTRICAL DEVICES		
Jul-15	Check, clean and tighten terminals at motors, starters, disconnect switches etc.		