



Pump Station Checks/Inspection

Oneida County Sewer District Standard Operating Guidelines

Purpose:

To establish a consistent practice for inspection and documentation of wastewater pumping stations to minimize the risk of failure and illegal SSOs.

Procedure:

Perform weekly, monthly and annual inspections of the pump station to promote safe working conditions, easy access, and sustained performance. Routine maintenance through the execution of the checklists outlined below increases the reliability of the pump station.

Safety:

Be aware of your surroundings while performing pump station checks. Be mindful to avoid slips and falls, protruding objects, overhead objects, condition of access equipment (ladders, stairs, lighting). Do not perform inspections if not physically able to do so. Do not operate the tests in poor lighting. Do not perform checks in unsafe conditions.

Documentation:

Attach all relevant additional information to each checklist after completion of inspection. Properly file checklists in the proper format (hard copy, electronic) and location immediately after inspection. In the event of an emergency, contact the following:

Emergency	Name	Contact Info

Daily Inspection:

Date: _____

Time: _____

Inspector: _____

-General Inspection-

- | | |
|---|--|
| <input type="checkbox"/> Inspect asphalt; check slope for proper drainage | <input type="checkbox"/> Inspect ladders, grating platforms and supports |
| <input type="checkbox"/> Inspect grounds | <input type="checkbox"/> Inspect and run the sump pump |
| <input type="checkbox"/> Inspect fencing and gate; ensure correct operation of gate | <input type="checkbox"/> Inspect the ventilation in the building |
| <input type="checkbox"/> Ensure all debris is removed from site | <input type="checkbox"/> Listen for unusual sounds, vibrations |
| <input type="checkbox"/> Ensure all proper signage is in place | |

Record meter readings from pumps:

Meter Readings				
	Pump 1	Pump 2	Pump 3	Pump 4
Hour Meter				
Flow Meter				
General Appearance				

Document any maintenance done during this inspection (i.e., removal of trash and debris, replacement of parts, changing of light bulbs, etc.):



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Inspect alarm system:

Record any pump calibrations:

Record pump power usage*:

Power Readings			
Pump 1	Pump 2	Pump 3	Pump 4

* Amp meter used by qualified personnel only.

Monthly Inspection:

Date: _____

Time: _____

Inspector: _____

-Inspect the Pump(s) and Piping-

- Inspect alignment of discharge piping
- Inspect pump impeller for debris, wear, cavitation
- Inspect paint on piping and pump
- Inspect pump seals
- Check for unusual noises and vibration
- Cleaning of floats; remove grease and debris (4 times a year)
- Verify pressure gauges on pumps
- Check for grease and soap scum on wet well

-Check Valves-

- Inspect the check valves to ensure proper backflow prevention
- Look for signs of wear or leaking on valves
- Exercise valves

Document any equipment failures:



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Record alarm history:

Record any operational problems:

Recommended work items:

Yearly Inspection:

Date: _____

Time: _____

Inspector: _____

-Inspect the Wet Well-

- Pressure wash and vacuum out the wet well to prevent solids and grease buildup that can cause odors and damage the pump(s)
- Inspect concrete penetrations (discharge piping, conduits, etc.)
- Inspect the interior coating
- Ensure proper signage (confined space entry, OSHA)

-Inspect Pump Motor-

- Check for worn equipment and wires
- Lubricate

-Check Generator-

- Backup generator should be inspected for fuel and battery level, as well as general condition. It should also be operated to ensure performance.
- Trip the power and observe the transfer of power to the backup generator. Let run for at least 10 minutes.
- Return the power and observe the transfer of power from the generator.
