READY TO INSPECT — FIELD CHECKLIST

Fuel oil storage and day tank quarterly maintenance checklist

A quarterly fuel oil system round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 110, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The generator service tech or building maintenance mechanic, usually on the same visit as the standby generator round. When: Every quarter alongside the generator exercise, because a starved or waterlogged day tank only shows up when the set is loaded.

Storage tank

- [ ] Tank level read and fuel age noted
  Level gauge or dipstick reading recorded against last visit; long-idle fuel flagged for polishing or a sample.
  2 photos required
- [ ] Water bottom checked at the low point
  Bottom sampled or water-finding paste used; any water phase or dark sludge noted for draining, not left in the suction path.
  1 photo required
- [ ] Tank shell or buried tank sump checked for corrosion
  Aboveground shell, saddles and anchors, or the manway and sump of a buried tank, checked for rust, dents, standing water and fuel staining.
  1 photo required
- [ ] Tank labels and fill marking legible
  Product name and capacity legible on the tank, room or fill, and a hazard placard where the jurisdiction requires one; the fill marked for fuel oil so no delivery goes to the wrong port.
  1 photo required

Day tank and pump

- [ ] Float switches and transfer pump cycled
  Day tank drawn down and refilled through a real pump cycle; fill and low-level floats seen to make and break, overflow return running back to the main tank.
  2 photos required
- [ ] Return line flow confirmed
  Return to the storage tank flowing freely, no closed valve or kinked line that would let the day tank overfill.
  No photo required

Leaks and containment

- [ ] Interstitial and containment checked dry
  Double-wall interstitial space and any spill containment or dike checked dry, leak-detection sensor not in alarm.
  2 photos required
- [ ] Filters, vents and fill visually clear
  Primary filter bowl free of water and debris, vent cap and screen open, fill cap capped and labeled with no seepage at the connections.
  1 photo required
- [ ] Leak monitor alarm history read since last visit
  Where a monitor console is fitted, its alarm and event history since the last round read and each entry traced to a cause, not just silenced.
  No photo required
- [ ] Overfill alarm tested at the fill point
  Where an overfill alarm is fitted, people near the fill and anyone it reports to warned first, then the test button pressed, horn and light seen at the fill and the alarm reset.
  No photo required

- [ ] Fill point spill containment checked
  Spill bucket or fill box dry, clean and its drain closed, or the ground under a direct fill free of staining; any fuel or water found removed and noted.
  1 photo required

Spill response and records

- [ ] Spill kit stocked near the tank and fill
  Kit within reach of the tank and fill, absorbents suited to oil, bags and gloves present and not used up since the last visit.
  1 photo required

- [ ] Any release since last visit reported per the owner's plan
  Fuel found in containment, at the fill or on the floor reported to the owner through their spill plan's contact route, cleaned up and recorded, never just wiped away.
  No photo required

- [ ] Round logged in the owner's tank inspection record
  Level, water check, leak monitor status and any findings entered in the inspection record the owner's spill prevention plan keeps for this tank.
  No photo required