READY TO INSPECT — FIELD CHECKLIST

Sewage grinder pump annual maintenance checklist

The annual sewage grinder pump service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against the applicable plumbing code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The pump service tech on the annual service, pulling and inspecting the pump, cleaning the basin and floats, and rechecking the full cycle. When: Once a year, the pass that pulls the pump to look at the cutter, impeller and seals, which the quarterly cycle-and-listen check can't see inside a sealed basin.

Notice, gas and lockout

- [ ] Occupants asked to hold water use while the grinder is down
  Owner and occupants told the grinder is off for service and to hold off flushing, laundry and showers until the tech says it's back, with any off-site alarm monitor told too.
  No photo required

- [ ] Every circuit feeding the pump and panel locked and tagged
  Every pump, control and alarm circuit locked and tried dead; discharge valve shut and line pressure relieved before unseating. Test runs: pump seated, valve open, locks off by whoever hung them.
  1 photo required

- [ ] Gas meter kept at the open basin and no one enters it
  Meter reading clear at the opening before and during the pull, pump lifted from grade by its handle or rail, and any entry only under the site's confined-space permit with an attendant.
  1 photo required

Pump and cutters

- [ ] Wrap and debris cleared from the cutter and cause reported
  Hair, wipe and rag wrap cut from the cutter and grinding ring and packed grease cleared at the inlet, photographed for the owner as a closer look than the quarterly surface check.
  1 photo required

- [ ] Cutter, impeller and seals inspected against wear limits
  Pump pulled, cutter and impeller inspected and measured against the manufacturer's wear limits, mechanical seal and oil chamber checked, no water in the oil suggesting a failing seal.
  2 photos required

- [ ] Power cord jacket and strain relief checked end to end
  Cord free of cuts, abrasion, kinks and swelling along its length, strain relief at the pump and at the panel sound, and the cord re-hung so it can't foul the floats.
  1 photo required

Basin and controls

- [ ] Basin, floats and level controls cleaned and serviced
  Basin cleaned of grease and grit, floats and level sensor cleaned and re-hung, guide rails and cords sound, cover gasket sealing so odor and gas stay in.
  1 photo required

- [ ] Inlet grommet, seams and shell checked for groundwater entry
  Empty basin's inlet grommet, shell seams and lid frame checked for cracks and seepage, any groundwater leak reported since it keeps the pump running on clean water.
  1 photo required

- [ ] Discharge check valve serviced
  Check valve opened and cleaned, flapper and seat sound, valve reinstalled holding against drain-back, isolation valves returned to open.
  1 photo required

- [ ] Pressure sewer curb stop exercised and redundant check tested
  On a pressure sewer service, curb stop turned through its travel and left open, redundant check valve inspected or tested as the utility requires, beyond the quarterly found-open look.
  No photo required

- [ ] Panel interior checked dead: terminals, contactor and float leads
  With the panel locked out, terminals checked tight and re-torqued only where loose, contactor, relay and float leads sound, no moisture, corrosion or gas staining inside.
  1 photo required

Performance and record

- [ ] Locks removed by whoever hung them and panel in automatic
  Pump reseated and cords secured, each worker's lock and tag removed by that worker, and the panel set back to automatic ahead of the final pump-down.
  1 photo required
- [ ] Full pump-down and alarm re-verified after service
  After reassembly, a full pump-down cycle run and timed, running amps noted, the high-level alarm re-tested, results logged with a photo and a date.
  1 photo required
- [ ] Lid bolted down and occupants told the station is back
  Lid gasket seated and bolted or locked down, and the owner and occupants told normal water use can resume, with any off-site alarm monitor told the station is back.
  1 photo required
- [ ] Year of run hours trended against the service interval
  Quarterly run-hour or cycle readings compared across the year and with the manufacturer's service interval, a rising trend flagged as infiltration, drain-back or cutter wear.
  No photo required