READY TO INSPECT — FIELD CHECKLIST

Sewage grinder pump quarterly maintenance checklist

A quarterly sewage grinder pump 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 the applicable plumbing code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing or maintenance tech running the station through a cycle on the quarterly round, watching it start, grind, pump down and stop, and checking the alarm. When: Every quarter, since a grinder pump lives in a sealed basin nobody opens until it alarms, and by then a jammed cutter or a stuck float is already backing sewage up.

Arrival and access

- [ ] As-found panel lights and any level display noted on arrival
  Panel run and alarm lights and any level display photographed before any test, so a stuck float or tripped alarm is caught as found; basin level read once the gas check clears.
  1 photo required
- [ ] Occupants told before the pump and alarm are tested
  Owner or occupants told the alarm horn will sound and to hold off heavy water use during the test, and any off-site alarm monitor told first where the panel reports out.
  No photo required
- [ ] Gas meter read at the lid gap before the lid comes off
  Calibrated gas meter held at the lid gap and reading clear per the site's gas procedure before the lid lifts, lid guarded while open, no head or hands put into the basin.
  1 photo required
- [ ] Grade around the basin lid sheds water away
  Lid sits above the surrounding grade with no ponding, settled soil or mower and vehicle damage, so rain and surface water are not running into the basin through the lid.
  1 photo required

Pump cycle and cutters

- [ ] Station runs a full pump-down cycle
  Pump seen starting on level, grinding and pumping the basin down to its stop point and shutting off cleanly, no long run suggesting a worn cutter or a fouled impeller.
  2 photos required
- [ ] Run current and cutter condition observed
  Running amps consistent with the pump's normal draw, no grinding or cavitation noise, no sign the cutter is dragging or the motor is laboring against a jam.
  1 photo required
- [ ] Run-hour meter and cycle counter read where the panel has one
  Run hours and cycle count compared with last quarter, run time per cycle and starts per day worked out, a sharp rise flagged as infiltration, drain-back or a dulling cutter.
  No photo required
- [ ] Wipes, grease and rag in the basin noted and reported
  Basin surface, floats and cords checked for wipes, grease mats and rag, what's found photographed and reported to the owner so occupants can be told what not to flush.
  1 photo required

Level controls and check valve

- [ ] Level controls start and stop the pump at the right points
  Floats or level sensor free of grease and rag, the pump seen starting and stopping at its set levels, off-level not so low it lets the pump run dry.
  1 photo required

- [ ] Check valve holds after pump-down
  Discharge check valve seen holding after the pump stops, level not creeping back up from drain-back, no water hammer as the valve seats.
  1 photo required

- [ ] Pressure sewer curb stop and redundant check found in order
  On a pressure sewer service, curb stop at the lot line found fully open with its box clear, redundant check valve holding, and no wet ground or odor along the small-diameter lateral.
  No photo required

Alarm

- [ ] High-level alarm tests good
  High-level float or sensor lifted or simulated and the audible and visual alarm confirmed operating, any remote or panel signal seen reporting.
  1 photo required

- [ ] Alarm beacon and occupant placard visible at the panel
  Beacon lens clear and visible from the home or unit it serves, placard saying what the alarm means, to stop using water and who to call, with a current service number.
  1 photo required

Close-out

- [ ] Lid secured and panel left in automatic
  Lid refitted and bolted or locked so children and debris stay out, panel switch back in automatic, run light off and alarm clear before the tech leaves.
  1 photo required

- [ ] Quarterly readings and findings sent to the owner
  Run current, cycle count, basin findings and alarm result logged to the station record, and any deficiency or flushing problem reported to the owner in writing.
  No photo required