

Sewage lift station annual maintenance checklist

The annual lift station 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 IPC / UPC plumbing codes, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service crew on the annual visit, with a hoist and a confined-space permit where entry is authorized.
When: Once a year. Pumps are lifted on the guide rails from grade; any entry into the wet well runs under an authorized confined-space permit, not as a routine step.

Pump removal and rails

- ☐ **Pumps lifted on the guide rails and inspected**
Each pump raised on its rail from grade, impeller and seal checked, cutter or vortex clear of rags, reseated tight on the discharge base. **2 photos required**
- ☐ **Guide rails and lifting chains sound**
Rails, brackets, chain and shackles checked for corrosion and wear, chain rated and not stretched, so a pump can be pulled without a fight. **1 photo required**

Valves

- ☐ **Check valves service and seat clean**
Each check valve opened and inspected, flapper or ball seats fully so the well doesn't backfill, no debris holding it open. **2 photos required**
- ☐ **Isolation valves exercised and hold**
Each isolation valve fully stroked, not seized, so either pump can be isolated for service while the other stays in duty. **1 photo required**

Wet well

- ☐ **Wet well cleaned out and floats cleared**
Grease cap and settled solids removed, floats and transducer cleaned and re-hung, done from grade or under an authorized entry permit. **1 photo required**