READY TO INSPECT — FIELD CHECKLIST

Sewage lift station quarterly maintenance checklist

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

Who runs it: The plumbing or facilities tech on the quarterly round, working from grade at the wet well. When: Every quarter. Confined-space entry into the wet well is a permitted procedure; inspect from grade unless entry is separately authorized under a permit.

Gas and access

- [ ] Gas monitor read at the hatch before anything opens
  Multi-gas monitor read for hydrogen sulfide, oxygen and flammable gas at the wet-well hatch, and any valve vault or box, before it opens, then worn for the round.
  1 photo required
- [ ] Wet well viewed from grade with the hatch guarded
  Hatch opened onto its safety grate or barricaded, nobody leaning past it, and any entry below the hatch left for a confined-space permit issued by the site.
  No photo required

Pumps and alternation

- [ ] Duplex pumps both run and alternate on the controller
  Each pump started and confirmed drawing the well down, alternation checked so lead and lag actually swap between cycles rather than one carrying the load.
  No photo required
- [ ] Run current read on each pump against its nameplate
  Amps read on the panel's ammeter or motor protector display during the run, or by clamp under the site's energized-work procedure and its PPE, and set against the nameplate.
  1 photo required
- [ ] Check valves hold as each pump stops
  Well level watched as each pump shuts off, not climbing from force main run-back, no slam heard, and any outside valve arm or indicator seen closing.
  1 photo required
- [ ] Valves in their normal position and any valve vault dry
  Each isolation and bypass valve found in its normal open or closed position, and where valves sit in a vault or box, its floor free of sewage and its drain clear.
  1 photo required

Level controls and wet well

- [ ] Floats or transducer levels observed from grade
  Level devices watched through a pump-down cycle, floats hanging free and switching at their points, no rags or grease binding them. Viewed from grade, not by entry.
  2 photos required
- [ ] Wet-well level and solids or grease noted
  Well level looked at from grade against the setpoints, heavy grease cap or floating solids noted so a clean-out can be scheduled before it fouls the floats.
  1 photo required
- [ ] Station odor and odor control checked
  Hatch, vent and site walked for sewer odor, and any carbon filter, biofilter or chemical feed found running with media life or chemical stock on hand.
  No photo required

Power and panel

- [ ] Standby generator or portable hookup found ready
  Backup source seen in its ready state, a generator in auto with its transfer switch at normal or the portable connection and cable on hand. The set's own service is a separate list.
  No photo required

- [ ] Control panel enclosure dry and free of gas corrosion
  Door latched and gasket sealing, and inside the door with the dead front in place, no condensation, rust or green corrosion, and conduit seals from the well intact.
  1 photo required

Alarm and telemetry

- [ ] Alarm receiver told before the high-level test
  Whoever answers the dialer or telemetry, the owner's operator or monitoring company, told a test is coming so the call isn't dispatched as a real overflow.
  No photo required

- [ ] High-level alarm and telemetry tested end to end
  Alarm float or setpoint tripped, local alarm sounds and the dialer or telemetry actually delivers the call or signal to whoever answers it.
  1 photo required

- [ ] Selectors in auto and the receiver told testing is over
  Every pump selector in auto, no fault or seal-leak light lit, alarm silence reset, and the receiver confirms the station reads normal before the crew leaves.
  1 photo required