READY TO INSPECT — FIELD CHECKLIST

Medical-surgical vacuum pump annual maintenance checklist

The annual medical vacuum 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 NFPA 99, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities lead documenting the visit while the qualified service technician performs the annual service. When: Once a year, scheduled with the service technician so the deeper work and any performance readings are witnessed and recorded, not just billed.

Notice and isolation

- [ ] Service window signed off by clinical engineering and nursing
  Window agreed under the facility's planned-interruption procedure, one pump serviced at a time while the other carries the system, master panel staff told signals may show.
  No photo required
- [ ] Serviced pump locked and tagged at its motor and control feeds
  Serviced pump's motor feed and its own control circuit locked, tagged, tried dead; the shared package control supply left live for the running pump. Run checks: closed up, people clear, guards on, locks off by their owners, run, re-locked.
  1 photo required
- [ ] Serviced pump isolated from the header and vented
  Inlet isolation valve closed so the running pump keeps the system, and the pump casing let up to atmosphere before any cover, filter or drain on it is opened.
  1 photo required
- [ ] System vacuum held on a single pump during the service
  Gauge watched while one pump carries the system alone, vacuum held in its normal band with no low-vacuum alarm, and the result recorded as the plant's backup check.
  1 photo required

Service observed

- [ ] Technician's pump service observed and recorded
  Watch the technician carry out the manufacturer's service on each pump, record what was replaced or adjusted and any readings the technician reports.
  2 photos required
- [ ] Filters and bacteria filter renewed on schedule
  Filters changed per the manufacturer's interval, old and new photographed, change date logged for the next round.
  1 photo required
- [ ] Oil changed on lubricated pumps, wear parts on oil-less
  Oil drained warm and refilled to the mark with the manufacturer's grade, drained oil checked for water or sludge. Oil-less pumps: vanes or seals checked per the manual.
  No photo required
- [ ] Removed filters handled under infection control
  Used inlet elements and any bacteria filter bagged and disposed as the facility's infection control procedure directs, with the PPE it names, never left open in the room.
  No photo required
- [ ] Exhaust drip leg drained and exhaust piping inspected
  Low-point drip leg drained with the liquid noted and its valve reclosed, exhaust hangers, joints and the wall or roof penetration sound with no oil or water weeping.
  1 photo required

Performance and alarms

- [ ] Both pumps back in automatic, guards on, locks removed
  Guards and covers fastened, isolation valves reopened, tools cleared, locks and tags removed by the people who hung them, and both pumps selected to automatic.
  1 photo required

- [ ] Vacuum performance and pump-down observed
  System brought down to normal vacuum and observed to hold, both pumps carrying load in turn, no unusual noise or vibration.
  1 photo required

- [ ] Alarms re-tested after service
  Low-vacuum and lag-run alarms exercised after the service and confirmed to annunciate and clear at the panel, results recorded.
  1 photo required

- [ ] Source vacuum read on a test gauge against the design
  Calibrated test gauge at the source read against the design vacuum and the unit gauge beside it, and the unit gauge replaced if outside the manufacturer's tolerance.
  1 photo required

Housekeeping and records

- [ ] Clinical engineering and master panel staff told of restoration
  Clinical engineering, nursing leadership and master panel staff told both pumps are back in service, with names and times logged.
  No photo required

- [ ] Service report filed with the round record
  Technician's report received and attached to the maintenance record, deficiencies noted with a follow-up owner and interval.
  1 photo required