

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.

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

Performance and alarms

- ☐ **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

Housekeeping and records

- ☐ **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