READY TO INSPECT — FIELD CHECKLIST

Medical-surgical vacuum pump quarterly maintenance checklist

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

Who runs it: The facilities or medical gas maintenance tech on the quarterly mechanical round. When: Every quarter, paired with the medical air source check since both serve the same clinical spaces and share an alarm panel.

Pumps and control

- [ ] Master panel staff told before the lag pump is run
  Staff at the master panels and clinical engineering told a lag-run signal may show during the round, and no pump or source valve taken out of service for convenience.
  No photo required
- [ ] Duplex pumps alternating and both running
  Lead/lag alternation observed to change over, each pump started and ran under control, no pump locked out or left in hand.
  2 photos required
- [ ] Vacuum level at the gauge holding steady
  System gauge reading in the normal band and holding, pump cycling on and off as demand changes rather than running continuously.
  2 photos required
- [ ] Run hours on each pump read and compared
  Hour meter or controller display for each pump read and logged, and the gap between pumps compared with last quarter so a pump that stopped taking its turn shows.
  1 photo required
- [ ] Running pumps checked for noise, vibration and heat
  Each pump heard under load with guards on, bearing housing and motor frame read with an IR thermometer against last quarter's readings, any rise reported.
  1 photo required

Receiver and exhaust

- [ ] Receiver tank and drain checked
  Tank drain operated and flowing, no standing condensate, tank and fittings free of corrosion trails or leaks.
  1 photo required
- [ ] Exhaust termination clear and correct
  Exhaust routed to the outside termination, discharge clear of intakes and openings, screen intact, no oil staining downstream.
  1 photo required
- [ ] Receiver isolation and any bypass valves in normal position
  Each valve at its normal open or closed position and tagged, any bypass closed again after the drain, and no valve left part open.
  1 photo required
- [ ] Pump inlet and exhaust flex connectors checked
  Flexible connectors at each pump free of cracks, collapse or oil weeping, vibration isolators sound, and no oil or water pooled on the pad.
  1 photo required

Filters and alarms

- [ ] Inlet and exhaust filters condition observed
  Filters and any bacteria filter fitted and within their change interval, no bypass, differential indicators read where present.
  1 photo required

- [ ] Local and panel alarms showing normal
  Pump package alarms clear, lag-pump-in-use and low-vacuum source signals shown at the master alarm panels, area panels clear of zone vacuum alarms, nothing muted.
  1 photo required

- [ ] Package alarm log reviewed for events since last quarter
  Package controller showing both pumps available, and its alarm log read for high temperature, lag-run or pump failure events since last quarter, each one followed up.
  1 photo required

Lubrication, room and record

- [ ] Pump lubrication checked: oil level, or oil-less noted
  Lubricated pumps: oil at the sight glass mark on a stopped pump, clean, not milky or foamed. Oil-less pumps noted as such, with service hours checked against the manual.
  No photo required

- [ ] Pump room temperature read against the ambient limit
  Room thermometer read against the manufacturer's ambient range, ventilation running, and nothing stored against the pumps' cooling air paths.
  1 photo required

- [ ] Round logged and clinical engineering told of findings
  Hours, vacuum reading, drain result and any deferred work entered on the pump record, and clinical engineering told of anything that reduces the plant's backup.
  No photo required