

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

- ☐ 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

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

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, low-vacuum and lag-run signals shown to annunciate at the area panel, nothing muted. 1 photo required