READY TO INSPECT — FIELD CHECKLIST

# Oil-water separator quarterly maintenance checklist

A quarterly oil-water separator 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 at the separator.  When: Every quarter, and sooner after a heavy spill or wash-down event that loads the separator faster than usual.

## Vapor and access

- [ ] Flammable vapor read at the cover before it opens
  Combustible gas meter read at the cover gap and vent before the lid is lifted, below its alarm setpoint, with no smoking, flame or running engine near the opening.
  1 photo required
- [ ] Readings taken from the rim with nobody inside
  Dipping and sounding done from the opening or grade with a pole or tape; going into a vault or tank happens only under the site's confined-space permit.
  No photo required

## Oil and sludge levels

- [ ] Oil layer thickness measured at the top
  Top layer dipped with a bob or paste, thickness noted against the point where it starts carrying to the outlet, not just eyeballed through the cover.
  2 photos required
- [ ] Sludge depth checked at the bottom
  Bottom sludge sounded and depth logged, compared to the last reading so the fill rate and pump-out timing are known.
  1 photo required
- [ ] Inlet chamber free of grit, debris and floating trash
  Inlet side seen from the opening, flow entering smoothly, no grit bank, rags or floating trash that will foul the media or block the inlet pipe.
  1 photo required
- [ ] Coalescer or plate pack checked where fitted and visible
  Where the unit has media and it shows above the liquid, the pack sits square in its frame, not floating, collapsed or coated in an oil skin that says it is blinding.
  No photo required
- [ ] Oil and sludge depths set against the permit or maker's limit
  Both readings compared with the discharge permit, or the manufacturer's pump-out point where no permit sets one, and the licensed hauler booked when either is reached.
  No photo required
- [ ] Oil draw-off valve and waste oil tank checked where fitted
  Draw-off valve closed and not weeping, and the waste oil tank level read so it is emptied before it fills and pushes oil back into the separator.
  No photo required
- [ ] Hauler manifests and reading log current on file
  Last pump-out's signed manifest and each quarter's oil and sludge readings on file, so the fill trend and disposal record are ready for the permit holder.
  No photo required

## Alarm and vent

- [ ] Oil alarm probe cleaned and set where fitted
  Probe wiped of oil film and sludge, hung at the height the manufacturer sets, cable secured so it can't drift, and whoever gets the alarm told a test is coming.
  No photo required

- [ ] High-level or oil alarm tripped and confirmed
  Sensor floated or the test function used, alarm actually annunciates locally and where it reports to, not just a lit panel.
  No photo required

- [ ] Vent open and unobstructed
  Vent run checked clear, no crushed or capped pipe, screen at the terminal intact.
  1 photo required

## Discharge appearance

- [ ] Discharge observed clear at the outlet
  Effluent looked at through the inspection port or at the outlet, no visible sheen or slug of oil carrying over. Observe appearance only, not lab limits.
  2 photos required

- [ ] Cover reseated and fastened before leaving
  Lid set back square on its frame, seal seated and bolts or locks fastened, with no gap for vapor to escape or a foot to catch.
  1 photo required