

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.

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

Alarm and vent

- ☐ 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. 1 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