READY TO INSPECT — FIELD CHECKLIST

Sewage ejector pump annual maintenance checklist

The annual sewage ejector 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 IPC / UPC plumbing codes, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service tech on the annual service, with the space ventilated and the basin gassed before opening. When: Once a year, the one visit where the sealed basin is fully opened, so scheduled when the area can be aired out and traffic kept clear.

Notice, lockout and exposure

- [ ] Owner and occupants told the basin is out of service
  Owner told the outage window, and occupants told through the owner not to use fixtures draining to the basin until the ejector is back in service.
  No photo required

- [ ] Ejector circuits locked out and tagged before the cover opens
  Each pump circuit and the panel feed locked and tagged by each worker, proven dead. Run checks use the temporary release: pump reseated, people clear, run, then re-locked.
  1 photo required

- [ ] Basin entry held to the confined-space permit
  Pump raised by its lifting chain or rail from the rim; if anyone must enter, it's on the site's permit with continuous air monitoring, an attendant and a rescue plan.
  No photo required

- [ ] Biological exposure controls in place for the open basin
  Gloves, splash eye protection and coveralls worn, wash water and disinfectant at hand, and the pulled pump and debris bagged or set in a tray, not on the floor.
  No photo required

Basin and gas safety

- [ ] Space ventilated and basin cleaned out
  Area aired and atmosphere checked before opening, then grease cap, rags and settled solids removed from the basin down to the floor.
  2 photos required

- [ ] Cover gasket resealed and vent re-proven
  Gasket replaced or reseated, all bolts torqued and the vent confirmed clear before the cover goes back on so the pit is gas-tight again.
  1 photo required

Pump condition

- [ ] Ejector pulled, impeller and cutter inspected
  Pump raised out, impeller or grinder cutter checked for stringy debris and wear, seal area dry, cord jacket intact.
  2 photos required

- [ ] Ejector reseated on its discharge fitting and cords secured
  Pump seated on its rail or base elbow without a cocked seal, lifting chain hung within reach of the rim, and cords tied off above the float travel.
  1 photo required

- [ ] Run current observed against nameplate
  Amp draw read during a run and compared to the motor nameplate, listening for a binding or overloaded motor working against packed solids.
  1 photo required

- [ ] Motor winding insulation read against last year's value
  Circuit re-locked after the run, winding insulation resistance read with a megohmmeter against last year and the manufacturer's limit; a falling trend flags water in the motor.
  1 photo required

- [ ] Check valve opened and flapper and seat inspected
  Gate valve stroked closed end to end, check valve opened, flapper, seat and hinge cleared of grease and rag, then the gate valve reopened fully with no packing weep.
  1 photo required

Controls and redundancy

- [ ] Float tree cleaned and levels set to the drawings
  Grease and scum cleaned off the floats and tree, each float set at the start, stop, lag and alarm elevations from the drawings or manufacturer, cords tied clear of travel.
  1 photo required

- [ ] Duplex alternation and lag callout tested where fitted
  Controller stepped so each ejector takes a turn as lead and the lag pump proves it starts and carries the basin on high water.
  No photo required

Return to service

- [ ] Locks cleared and ejector run through a full cycle
  Locks and tags removed by whoever hung them, panel back in auto, and a test volume run so the pump starts, empties the basin and the check valve holds.
  1 photo required

- [ ] Alarm reported live and service readings logged
  BAS operator or monitoring company told the high-water point is back in service, and amps, insulation reading and cleanout findings logged as next year's baseline.
  No photo required