READY TO INSPECT — FIELD CHECKLIST

Sewage ejector pump quarterly maintenance checklist

A quarterly sewage ejector 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 maintenance tech on the quarterly round, gassing the pit before working near it. When: Every quarter, kept as a light-touch check so the sealed basin is only fully opened at the annual when the space can be ventilated and cleared.

Gas and access

- [ ] Air at the basin cover read on a gas monitor
  Gas monitor read at the cover, vent and cord penetrations before work starts, no hydrogen sulfide or low-oxygen alarm, and the room door or exhaust open for air.
  1 photo required
- [ ] Work kept to the rim with the basin left sealed
  Quarterly checks done from outside the basin with the cover bolted, gloves worn for anything wet with sewage, and any entry left for the site's confined-space permit.
  No photo required

Basin seal and venting

- [ ] Sealed cover, gasket and bolts intact
  Cover gasket seated all the way around, all bolts present and snug, no sewage odor at the lid and cord and vent penetrations sealed.
  2 photos required
- [ ] Vent line open to atmosphere
  Vent connection clear and unobstructed so the basin breathes as it fills and empties, no whistling or gurgling at the cover on a cycle.
  1 photo required
- [ ] Vent piping from the cover sound along its exposed run
  Vent pipe followed from the basin cover as far as it can be seen, joints sealed and supported, no cracked, sagging or disconnected section and no odor along the run.
  1 photo required
- [ ] Cord grips at the cover and panel sealed against gas
  Pump and float cords pass through tight cord grips or seals at the cover and the panel entry, so sewer gas can't travel the conduit and corrode the controls.
  1 photo required

Operation

- [ ] Ejector cycles and clears the basin on a test
  Inflow or a test volume brings the pump on, the level drops and stays down, no laboring or repeated re-start that says solids aren't clearing.
  2 photos required
- [ ] Check valve holding against back-flow
  No run-back down the discharge after cut-out and no short-cycling from waste draining back into the basin.
  1 photo required
- [ ] Discharge gate valve found fully open
  Isolation valve above the check valve found fully open with its handle or stem position visible, no weeping at the packing or bonnet.
  1 photo required
- [ ] Discharge piping and unions dry through a pump cycle
  No weeping at the unions, flanges or wall penetration while the ejector runs, hangers tight, and no hammer in the riser when the check valve closes.
  1 photo required

Float and alarm

- [ ] Float tree operating cleanly
  Floats swing free on the tree without tangling on the cords or discharge pipe, start and stop points sound and not fouled with grease.
  1 photo required
- [ ] High-water alarm proven where fitted
  Alarm float lifted to confirm the horn and any remote annunciation actually sound, since a flooded ejector pit backs up into fixtures fast.
  No photo required
- [ ] Alarm signal confirmed at the BAS or monitoring desk
  BAS operator or monitoring company told before the float is lifted, confirms the high-water signal arrived, and the point reads normal again before leaving.
  No photo required
- [ ] Duplex lead indicator shows pumps trading turns where fitted
  On a duplex basin, the lead indicator or run-hour counters show both ejectors have taken the lead since the last round rather than one doing all the work.
  No photo required
- [ ] Control panel lights normal and selector in automatic
  Panel powered, run and alarm lights in their normal state, each hand-off-auto selector in auto and the alarm silence reset so the next high water sounds.
  1 photo required