READY TO INSPECT — FIELD CHECKLIST

Sump pump annual maintenance checklist

The annual sump pump 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service tech on the annual pit service, with the pump lifted out of the basin. When: Once a year, timed so the basin can be pumped down and cleaned when inflow is low rather than during a wet spell.

Lockout and access

- [ ] Pump power locked out and tagged before lifting
  Circuit locked and tagged by each worker, or cord unplugged and tagged, pump proven dead before handling; a run waits until the pump is back in water, under the procedure's temporary release, then re-lock.
  1 photo required
- [ ] Pit worked from the rim or under the confined-space permit
  Pump lifted by its rope or guide rail from the rim with nobody entering the pit; a pit classed as a confined space is entered only under the site's permit procedure.
  No photo required

Pump condition

- [ ] Pump lifted, inspected and impeller checked
  Pump raised out of the basin, volute and impeller free of stringy debris, seal area dry with no oil sheen, cord and strain relief undamaged.
  2 photos required
- [ ] Run current and temperature observed
  Amp draw read against the motor nameplate during a run and the housing not running hot or noisy, which flags a binding or worn bearing.
  1 photo required
- [ ] Lifting rope, rail and discharge union inspected
  Lifting rope or chain not frayed or corroded, guide rail and brackets tight, union or quick-disconnect gasket sound so the pump seats back without a leak.
  1 photo required

Basin service

- [ ] Basin pumped down and cleaned to the floor
  Standing water and accumulated sludge removed, pit walls and inlet cleared, so the reset float levels reflect a clean basin.
  2 photos required
- [ ] Inlet pipes and drain tile openings flushed
  Each inlet into the pit flushed or rodded from the rim until it runs clear, no silt, roots or gravel plugging the drain tile entry.
  1 photo required
- [ ] Basin walls, liner and pump stand inspected empty
  With the pit pumped down, liner or concrete walls free of cracks letting soil in, pump stand or base level and sound, and the cleanout waste bagged for disposal.
  1 photo required

Controls and redundancy

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

- [ ] Check valve serviced and full cycle re-proven
  Check valve flapper freed or replaced, then a full fill-and-pump cycle run to confirm no run-back and clean cut-out.
  1 photo required

- [ ] Float switch cleaned and levels reset
  Float body and tether wiped of scum and grease, switch mounted at the manufacturer's levels, then the pit level raised with water to prove start, stop and alarm points.
  1 photo required

Return to service

- [ ] Pump seat, union and cover checked after the test runs
  Pump square on its stand or rail, union tight and dry after the runs, cords secured above the water, and the cover refitted and fastened.
  1 photo required

- [ ] Lock removed and pump returned to automatic
  Lock and tag cleared by the person who hung them, control set back to auto, and the monitoring company or BAS operator told the high-water alarm is live again.
  No photo required

- [ ] Service readings recorded for next year's comparison
  Amp draw, time from start to cut-out and the cleanout findings entered against the pump so next year's service is read against this baseline.
  No photo required