

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.

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**

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**

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. **1 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**