READY TO INSPECT — FIELD CHECKLIST

Sump pump quarterly maintenance checklist

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

Who runs it: The plumbing or building maintenance tech on the quarterly mechanical round. When: Every quarter, and moved up ahead of the wet season so a stuck float is found before the first storm loads the pit.

Float and cycling

- [ ] Float raised by hand to start and stop the pump
  Float raised with a hand-held non-conductive rod from the rim, not a hand in the pit, to prove it starts the pump and cuts out on the way down, clear of the pit wall and discharge pipe.
  2 photos required
- [ ] On/off levels look sane for the basin
  Cut-in and cut-out points leave freeboard below the inlet and don't run the pump down to a dry pit and snort air.
  1 photo required
- [ ] Pit level raised with water to prove the switch
  Water run into the basin from the rim until the switch calls on its own, pump starts, draws the pit down and cuts out; nobody steps into the pit to do it.
  1 photo required
- [ ] Pump noise and pipe movement observed on the test run
  No grinding, rattling or cavitation roar while pumping down, and the discharge pipe doesn't jump or bang when the pump stops and the check valve closes.
  No photo required

Basin and intake

- [ ] Basin checked for silt, debris and standing sludge
  Bottom of the pit clear of gravel and grit, intake screen not fouled, no rag or wipe wrapped on the impeller inlet.
  2 photos required
- [ ] Basin cover and inlet pipes checked from the rim
  Cover or grate refitted and fastened with no gap a foot or tool can drop through, inlet pipes running clear into the pit, all viewed from the rim.
  1 photo required
- [ ] Check valve holding on the discharge
  No audible run-back after the pump stops and no repeated re-start from water draining back down the riser.
  1 photo required

Discharge and alarm

- [ ] Discharge line and any weep hole flowing freely
  Water leaves through the discharge on a test run, no leaks at the union or wall penetration, weep hole clear so the pump can prime.
  2 photos required
- [ ] High-water alarm proven where fitted
  Alarm float or probe lifted to confirm the horn and any remote signal actually annunciate, not just that the panel light is on.
  No photo required
- [ ] Discharge route traced to its outfall
  Discharge followed to the splash block, storm connection or daylight outlet, outlet not buried, frozen or crushed, and water not routed into the sanitary line or back at the wall.
  1 photo required

- [ ] High-water alarm received at the BAS or monitoring
  Monitoring company or BAS operator told before the alarm float is lifted, then the alarm confirmed received by screen or call and cleared afterward. No photo required

Power and controls

- [ ] Pump cords and power connection secured and dry
  Pump and float cords tied to the discharge or a bracket above the water, clear of the float's travel, plug, receptacle or junction box dry and above the flood line. 1 photo required
- [ ] Pump control left in automatic operation
  Panel selector in auto, or the piggyback float plug seated behind the pump plug; on a duplex the controller shows the pumps taking turns as lead. 1 photo required