

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 lifted manually to prove it energizes the pump and cuts out on the way down, with clearance from the pit wall and discharge pipe so it can't hang up. **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**

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**
- ☐ **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. **1 photo required**