

Example Weekly Operations Check Sheet

		Week 1	Week 2	Week 3	Week 4	Week 5
WTP	Clean the plant, remove all trash, and sweep and mop the floors.					
Aquastats	Check the temperature settings.					
Pressure System	Check the pressure ranges by watching the gauges while the pumps turn on and off.					
Boiler System Hydronic Pumps	Check the pump operation to ensure liquid movement and no unusual noise or vibration while running.					
Unit Heaters	Clean the louvers with a damp cloth. Clean the circulation fan guard at the rear of the cabinet.					
Wet Well	Wash down wet well every two weeks.					
Lift Station	Wash down the walls and piping in the lift station every two weeks.					
Lagoon	Inspect the lagoon to make sure the gate is locked and that no one has entered the lagoon.					

Example Six-Month Operations Check Sheet

		January - June	July - December
Valves	Exercise all the valves in all the systems. This includes water transmission, heating, fuel, and distribution systems. For some of the valves, you may want to shut off the pump first. Close the valves slowly to avoid water hammer.		
Chemical Pumps	Clean the pump suction strainer and injector.		
Pressure Tanks	Drain the tanks. Close the tank valves when the tanks are full and open up the drain valve wide open to blow debris from the tank bottom.		
Water Heater	Check for sediment in spring and fall. Flush if necessary.		
WTP Supplies	Inventory and order spare parts, chemicals, and supplies for the next six months.		
Hydrants/Flushing Ports	Exercise and check for good condition. Flush the water mains through the ports.		
Manholes	Check for buildup of solids.		
Settling Tank	Check the sludge level. Pump when over 2' deep.		
Fuel Systems	Exercise all valves to ensure no gummy buildup.		
Fuel Filters	Change fuel filters. Be sure to install new filters every March and September.		
Emergency Generator (waste treatment building)	Change the oil and coolant in the generator every 500 hours or every six months.		

Example Annual Operations Check Sheet

Major Equipment	Perform major equipment overhauls as needed: pumps, heaters, etc.	
Annual Operating Budget	Work with the city administrator to determine the economic needs of the WTP for the next year.	
Annual Operating Report	Complete the report. Take a copy to the city administrator.	
Consumer Confidence Report	Create a CCR with your city administrator. Distribute to the community before July.	
Tools and Equipment	Inventory and order any tools and equipment needed for the next year.	
All Pumps	Check pump electrical connections and pump amperage draw. Tighten connections if necessary.	
Chemical Pumps	Clean pump liquid end. Check pump diaphragm, o-rings, and ball check valves for wear or cracking. Replace as necessary.	
Boilers	Change the fuel filters. Clean the boiler. Reset the electrodes and change the burner nozzles.	
Alarm System	Test the building and fire alarm systems.	
WST	Every year or 2 years, clean the WST. Drain the tank to clean out any settled substances. Call your RMW or Utility Operations Specialist for assistance. Inspect the tank for corrosion. Remove any corrosion and paint previously corroded area.	
Sewer Main Lines	Flush in the fall before cold weather sets in.	
Wet Well	Pump out the wet well and clean out any large debris. Dispose in the landfill, lime, and cover. This should be done in September before freeze-up.	
Lift Station Pumps	Lubricate pump bearings every two years or 15,000 hours.	
Lagoon	Discharge only according to the DEC-issued permit.	