Example Daily Operations Check Sheet

		1	2	3	4	5	6	7	8	9 10	11	12	13	14 1	5 16	5 17	18	19	20	21	22 2	23 2	4 25	26	27 2	28 29	30	31
WTP	Check for anything out of the ordinary, strange smells, sounds, leaks, or vibrations.																											
Daily Operation Record	Fill out all 4 sheets of the record.																											
All Running Pumps	Feel the pump motors (with the back of your hand) while they are running to check for excessive heat. Listen for unusual noises or vibrations.																											
Chlorine and Polyphoshate Pumps	Check the solution level in the vat and replace solution as needed. Check to see that the pumps are injecting the proper amount of chemical and are not air locked.																											
Chlorination System	Test and record the chlorine residual levels on the ADEC report form as required. Adjust injection pump if necessary.																											
Pressure System	Check the system for leaks.									┸																	'	Ш
WST	Check and record the water tank level. Check system for leaks. Inspect the tank for the presence of an ice sheet in cold weather. Break any sheet and fix the problem immediately.																											
Heating System	Check that the heating system is operating. (This applies only in cold weather.)																											
Boilers	Check for oil and water leaks, strange noises.																											
Glycol Lines	Check the pressure level of the circulating glycol system. It should be between 12 and 20 psi. If it is less than 12 psi, add glycol. Check the temperature of the circulating glycol. It should be between 155° and 190° F. If it is less than 140° F, there is a problem with the boiler, the heat exchanger, or the pumps.																											
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Example Daily Operations Check Sheet

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Heating Systems	Check pressure of glycol circulating system. System pressure should range between 20 and 30 psi. If less the 20 psi, add glycol solution with pump in boiler room. Check temperature of circulating glycol. Temperature should be in the range of 100° F to 180° F.																												
Wet Well	Inspect the wet well for overflows, large debris entering the settling tank and wet well, and for freezing problems in winter.																												
Sludge Pump Control	Note the start counter and hour meter. With time, you will know how often to pump the sludge and for how long.																												
Lift Station	Record pump start and run times to determine volume pumped and if problems occur with the pumps. Record voltage and amperage to determine pump efficiency and problems.																												
Fuel Systems	Record on the Daily Operation Record the day tank fuel level, the fuel transfer meter reading, and amount of fuel transferred. Record all fuel usage.																												
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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.					
	Check the pressure ranges by watching the gauges while the					
Pressure System	pumps turn on and off.					
Boiler System Hydronic	Check the pump operation to ensure liquid movement and no					
Pumps	unusual noise or vibration while running.					
Unit Heaters	Clean the louvers with a damp cloth. Clean the circulation fan					
Offic riedlers	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					
LIIT Station	weeks.					
Lagoon	Inspect the lagoon to make sure the gate is locked and that no					
Lagoon	one has entered the lagoon.					

Example Monthly Operations Check Sheet

		January	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
	Perform any necessary general maintenance such												
WTP	as painting.												
	Collect water samples for coliform bacteriological												
	test on the first Monday of the month. Collect a												
Water Sampling	chlorine residual sample at the same time and												
water sampling	place. Package and ship to the Maniilaq laboratory												
	in Kotzebue.												
	Test and record on the ADEC report form the												
ADEC Report	chlorine residual at the farthest point on the												
	distribution system. Mail or fax your completed												
	ADEC report form to the office in Fairbanks.												
Daily Operating Record	Give one copy to the city administrator and put												
	one copy in the WTP files.												
Monthly Operating	Complete the monthly operating record and												
Record	provide copies to the city administrator, the ANTHC TUS Engineer, and Maniilag.												
	Alternate the operating circ pump for the well circ												
Circulation Pumps	loop, the WST heat-add loop, the circ loops, and												
Circulation rumps	the boiler system glycol loop.												
High Demand Pump													
Control Panel	Clean the filter screens.												
Chemical Vats	Thoroughly clean the solution mixing vats.												
Boilers	Clean the fuel strainers.												
WST	Inspect the WST exterior for leaks, damage, or												
****	vandalism and repair any damage.												
	Test under load for 30 minutes once a month.												
Emergency Generators	Record hours, voltage, and amperage on the												
(both)	emergency generator record form each time the												
	generators are tested.												

Example Monthly Operations Check Sheet

		January	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
	Inspect the discharge manhole to make sure												
Force Main	wastewater is flowing through the manhole.												
	Inspect the fence and gate and repair as required.												
	Cut any bushes or trees that start to grow inside												
Lagoon	the lagoon's fencing.												

Example Six-Month Operations Check Sheet

		January - June	July - December
IValves	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.		
I(waste treatment	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	Create a CCR with your city administrator. Distribute to the community before July.	
Report	create a cert with your city autimistrator. 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.	