# Maintenance Schedule

(Routine & Preventative), for example:

* Adjusting flow control valves
* Reading flow meters
* Checking water levels in storage tanks and reservoirs
* Reading pressure gauges and checking volumes of chemical used
* Test backflow prevention devices
* Inspect and exercise mains and valves
* Storage tank cleaning procedures

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| --- | --- |
| **Component**Schedule items to check and adjust  | **Frequency**List the frequency that you complete the functions (day, week, month, semi-annual, annual, etc) |
| Well | Daily inspect, record anything unusual. |
| Flow meter | Read & Record meter reading in log weekly |
| Pressure gauges  | Read & Check daily, record if action is required |
| Check valve | Visually inspect, Weekly, record date and observations |
| Valves | Visually inspect Weekly, record date and observations |
| \*Exercise all valves | Semi-annually, record date and observations |
| Storage tank | Visually inspect Daily, take action if required |
| \*Inspect storage tank | Semi-Annually, clean as inspection dictates |

# Normal system settings

List positions and/or readings for pump controls, electrical switches, valves, gauges, etc.

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| Type of switch/valve/control | Normal settings of switch/valve/control |
| Two inch gate valve (main) | Normally open |
| Pressure gauge on hydro-pneumatic tank | 25-55 psi |
| One inch gate valves (laterals) | Normally open |

# Develop a list of system suppliers and outside workers

Include the name and phone number of the person to contact for the work or supplies.

| Type of supplies | Name/List of contractors/suppliers | Phone number |
| --- | --- | --- |
| PVC pipe & fittings | Ace Hardware | [Insert telephone number] |
| Pumps, seal, & minor electrical | Midnight Pump Company | [Insert telephone number] |
| Trench work | H & H Backhoe | [Insert telephone number] |