

WATER SYSTEM - Check List

Daily:

- Check master meter readings and record water production
- Check chemical solution tanks and record usage
- Inspect chemical feed pumps
- Chlorine residual
 - Source entry point
 - Distribution system
- Self-monitoring as required by permit
- Check storage tank levels
- Inspect wells and booster pump stations
- Security check for evidence of tampering or vandalism

Weekly:

- Clean and inspect lab equipment
- Check pumping rates of wells or raw water pumps
- Self-monitoring as required by permit
- Check controls/SCADA for correct operation
- Preventative maintenance as required

Monthly:

- Collect appropriate water quality samples and send to certified lab
- Complete and submit monthly operation report to IDNR Field Office by 10th of the month
- Check and record static and pumping levels for each well
- Compare water production to water sales and determine unaccountable water for month
- Inspect well heads, caps, seals, screens and vents
- Inspect tank overflow screens and vents
- Inspect all security fencing, lighting and locks
- Test run backup generators – unloaded & under load
- Preventative maintenance as required

Quarterly:

- Operate all valves at plant and pump houses.
- Inspect all safety equipment
- Inspect all chemical feed pumps and lines
- Preventative maintenance as required

Six Months (twice yearly):

- Inspect and flush all hydrants – flow test 20% of hydrants each year
- Overflow storage tanks, check screens and vents, calibrate levels
- Preventative maintenance as required

Annually:

- Submit Water Use Report (Due January 1st each year)
- Consumer Confidence Report (Due July 1st each year)
- Review operation permit, review and update if needed sampling plans (RTCR, L&C, Stage 2 DDBP), emergency response and safety programs
- Clean and inspect exterior of towers & tanks for defects & sanitary deficiencies
- Calibrate chemical feed pumps
- Operate and inspect 20% of all main & hydrant isolation valves
- Clean and inspect interior of storage tanks – inspect coatings (frequency may be annually or up to a maximum of 5 years)
- Preventative maintenance as required