

DAILY or START UP PROCEDURES		
		Date:
Task	Description	Performed by
Consumer Complaints	Review complaints, make calls and or investigate complaint. Document all discussions, work perform to place equipment back in normal operating order.	
Locates	Conduct locates for OUNC utilities per requests	
Inspect Well(s)	Log source meter reading and static water levels.	
Water Flow	Flow rates and operating pressures	
Pump Stations	Visual check all booster stations	
Chemicals	Adequate supplies	
Chemical Feed	Physical Inspection	
Storage Tank	Visual check outside of tank, perimeter fencing, overflow, ladder.	
Vehicles	Vehicle pre-trip inspection	
Shop	Keep clean, tools put away, paperwork organized.	
Work Order	Prepare work orders for the following day.	
Chlorine Residual	Measure chlorine residual, record, date, location, and time.	
	Date: ____ / ____ / ____ mg/L _____	
	Address:	
Other		
N/A – Not Applicable		

WEEKLY		
		Date:
Task	Description	Performed by
Safety	Conduct safety meetings and record	
Pump House	Clean, inspect..... mow lawn if applicable, hornets etc.	
Office	Restroom, kitchen cleaned and trash removed..... pick up date?	
	Maintain logs for the week of work completed.	
	Transfer daily logs to electronic file. Keep in safe place.	
Hydrants / Valves	Clean and mow immediate areas as needed	
Other		

MONTHLY/QUARTERLY		
		Date:
Task	Description	Performed by
Samples	Bacteriological (based on classification of water system)	
Meters	Read water meters. View areas around meters for irregularities.	
System Repairs	Conduct need repairs noted during meter reading.	
Back up Power	Check fluids in generators start and run for one half hour.	
	Power equipment: check fluids start briefly in not operated in the last week. (Regular maintenance, in-house or contractor)	
	Clean tools, repair, or replace damaged tools, inventory spare parts.	
Other		

QUARTERLY		
		Date:
Task	Description	Performed by
Flushing	Blow off all dead end lines. (as needed)	
Grounds	Spray grounds for weeds, exception around the well-heads.	
Locks	Lubricate locks	
Other		

