



RSF System Operation and Maintenance Inspection Checklist

A. Installation & Service Information

Facility Street Address _____

Date of Service _____

City _____

Operator/O&M Firm _____

Inspect & note if pumping is required. Inspect & clean effluent tee filter.

B. Septic tank(s)

Sludge Pumping Required: Yes No

Sludge Depth: _____

Effluent Tee Filter: Yes No

If yes, inspect and clean at least yearly

Clean as necessary. Inspect for sludge.

C. Recirculation tank

Check if sludge accumulating

Pumping required: Yes No

Odor problems: Yes No

If yes, description _____

Inspect for sludge.

D. Equalization tank (if installed)

Check if sludge accumulating

Pumping required: Yes No

Inspect pumps & electrical switches, test as necessary. Run pumps in manual mode. Record readings from meters & counters.

E. Pumps, switches, floats, alarm system

Pump Inspections (all units)

If problems, describe _____

Test pump alternator, or record hours

Hours of operation _____

Float switches

Check all switches for operation _____

Test alarm

If non-functioning, corrective action(s) _____

Note if weeds & debris are present on bed. Clean/maintain bed surface to allow proper operation of the system.

F. Recirculating Sand Filter

Inspect for ponding

Ponding present: Yes No

Clean bed: Yes No

Distribution pipes Flush: Yes No

Brush: Yes No

Check head loss in pipes

Headloss and comments _____

G. Sample Collection

Yes No

If yes: BOD TSS pH TN

Other: _____