



# 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.

Clean as necessary. Inspect for sludge.

Inspect for sludge.

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

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

## B. Septic tank(s)

Sludge Pumping Required: Yes  No

Effluent tee filter: Yes  No

Sludge Depth:

If yes, inspect  & clean at least yearly

## C. Recirculation tank

Check if sludge accumulating

Odor problems: Yes  No

Pumping required: Yes  No

\_\_\_\_\_  
If yes, description

## D. Equalization tank (if installed)

Check if sludge accumulating

Pumping required: Yes  No

## E. Pumps, switches, floats, alarm system

Pump Inspections (all units)

Test pump alternator, or record hours

Float switches

Test alarm

\_\_\_\_\_  
If problems, describe

\_\_\_\_\_  
Hours of operation

\_\_\_\_\_  
Check all switches for operation

\_\_\_\_\_  
If non-functioning, corrective action(s)

## F. Recirculation Sand Filter

Inspect for ponding

Clean bed: Yes  No

Distribution pipes Flush: Yes  No

Check head loss in pipes

Ponding Present: Yes  No

Brush: Yes  No

\_\_\_\_\_  
Headloss and comments

## G. Sample Collection

Yes  No

If yes: BOD TSS pH TN Other