

Daily Checklist

STP Daily Checklist

	Item	Yes	No	
1	Record System Data Log readings			
2	Visually inspect surrounding area for leaks & valving position, report on findings			
3	Inspect plants for visual alarms report & comment on such events			
4	Record tank levels EXAMPLE: balance tanks ½ full at time of inspection. This will allow for habitual timing, if the tank levels stray form this point dramatically, we may possibly avoid a crisis through the peak periods of the day.			
5	Inspect the process Aeration for its correct operation			
6	Record the PLC display For example: At time of inspection the PLC stated the plant was in settling			
7	Inspect the Soda Ash dosing tank fill as required			
8	Inspect the Sucrose dosing tank fill as required			
9	Inspect the Alum dosing tank fill as required			
10	Inspect the chlorine dosing tank fill as required			
11	Inspect the levels within the final effluent tanks and record			
12	Inspect irrigation pump set for leaks and valving position			
13	Walk irrigation field and isolate and reinstate areas as needed			
14	Record chemical consumption on site and reorder as required			
15	Record usage of chemical stocks on site remaining			
16	Record pressures on Recirculation/ Irrigation Pump			
17	Sample effluent and test for free chlorine level and nutrients			



WEEKLY STP SERVICING CHECKLIST

In addition to Daily Checklist

	Item	Yes	No	Comment
System monitoring and recording				
1	Record and sample MLSS within aeration sequence of SBR chamber			
2	Record DO value on aeration sequence adjust times if necessary			
3	Record DO value on mixing sequence adjust times if necessary			
4	Record pH value within SBR chamber			
5	Record pH value in final treated water			
6	Record DO value in final treated water			
7	Record residual chlorine in final treated water			
8	Complete final effluent samples as per EA conditions, pack and send to lab for further testing			
System mechanical checks				
WAS tank				
9	Check operation – arrange removal of waste activated sludge if required			
10	Measure and record sludge and crust levels advise client of pump out			
11	Check all tanks and external connections for leaks			
Balance tank				
12	Activate balance pump and view pump operation			
13	Check pump operation and flow value through flow meter			
14	Record and analyse meter data			
15	Open and clear control valves of debris			
16	Check operation of the non-return valves			

17	Activate high level switch and view alarm			
SBR and Plant Room				
19	Check operation of aeration and mixing pump			
20	Check operation of Waste activation sludge valve and advance or retard timing of sludge wasting pending on MLSS test			
21	Check automatic valves for sequencing and operation			
22	Check decant sequencing and operation			
23	Check decant line for debris and fouling			
24	Check all external connections are free of leaks to and from container			
25	Check HMI for alarms page and record if available			
26	Check timers in HMI for sequencing timing adjust if necessary			
27	Check manual and automated operation of the chlorine disinfection unit, test flow and clean if required			
28	Check manual and automated operation of the Alum coagulation unit, test flow and clean if required			
29	Check manual and automated operation of the sucrose solution unit, test flow and clean if required			
30	Check manual and automated operation of the Soda Ash solution unit, test flow and clean if required			
31	Check all chemical tank levels and fill as required			
32	Spray hatch hinges with lubricating spray			
33	Clean chemical bund in control room container			
34	Inspect ladder and handrail system if installed			
35	Complete site written report and communicate findings with site representative			



Final effluent				
36	Check all equipment relating to Final treated effluent storage and disposal			
Pump stations				
37	Skim off all fats and grease that may have accumulated via pump truck if required			
38	Inspect control board for integrity			
39	Clean and test for automation the level activation switches			
40	Check non-return valve operation			
41	Open and flush all valving to remove debris			
42	Manually run pumps and test loading by qualified electrician			
43	Reseal cast lid with white grease			
44	Inspect inlet pipe from camp and seal around well			
Irrigation field				
45	Test irrigation pump operation			
46	Walk irrigation field and check for ponding			
47	Walk irrigation field and check for broken sprinkler heads and pipework repair as required			
48	Check all timers through control system and adjust if required			
49	Check storage tanks for integrity and report			
50	Check irrigation rate to land on an extended run period and ensure no ponding occurs on the run times set in the control system			
51	Check filters/ strainers and clean if required			

