

APPENDIX E

OSMS Treatment System Service Checklist

Appendix E1

OSMS Treatment System Maintenance Reporting Checklist 1 – AWTS Systems

Name and Contact Details of Service Provider

Client Name

Client Address

Client Phone No.

Type of System Installed

Components Installed (AWTS, sand-filter etc)

Date installed / commissioned (if known)

Date of Service

AWTS Service

General

Odours

Access (OK / Restrictions? / Caps fitting)

Electrical

Electrical circuitry

Working?

Signs of wear?

Enclosures adequate?

Plugs and leads OK?

Alarm Systems

Lights and / or buzzer functioning?

Level sensors

Air blower(s)

Pressure in Kpa? (working adequately? / below original pressure setting?)

Overheating? (y/n)

Noisy? (y/n)

Air filters (blocked and cleaned? / functioning / need replacing?)

Vents and valves clear (clear / partially blocked / all blocked)?

Aeration pattern (even / restricted)

Transfer pumps

Sludge return pump (good pressure, low pressure, not functioning)

Irrigation pump (good pressure, low pressure, not functioning)

Pump 3 (good pressure, low pressure, not functioning, n/a)

Bearings OK?

Seals OK?

Septic Chamber

Sludge Accumulation (High, med., low)

Pumpout required?

Inlet junction clear (y/n)

Sludge Return system (working, slightly blocked, blocked)

Odour (none, low, strong)

Activated Sludge Systems

SV30 test (%)

pH

Water clarity (clear, coloured, turbid)

Decanter operating? (yes / no/ comments?)

Disinfection Chamber

Tablets remaining

Tablets added

Free chlorine measured (mg/L)

Problems noted and action taken:

Appendix E2**OSMS Treatment System Maintenance Reporting Checklist 2****- Non-AWTS (Septic tanks, sand-filters, reed-beds)****Name and Contact Details of Service Provider**

Client Name

Client Address

Client Phone No.

Type of System Installed

Components Installed (AWTS, sand-filter etc)

Date installed / commissioned (if known)

Date of Service

Septic Tank Service

General

Odours

Access (OK / Restrictions?)

Tank condition

Size of tank?

Depth of sludge?

Needs pumping out?

Soundness of tank?

Appearance of crust?

Condition of inlet?

Condition of outlet?

Condition of baffles?

Outlet Filter

Filter fitted and functioning?

Filter cleaned?

Holding Tanks

Soundness of tank?

Alarms working?

Electrical system adequately housed?

Pumps working?

Reed Bed Service

Gravel bed even?

Water level at 50mm below gravel?

Reeds growing well?

Strongly weed infested?

Roots removed from inlet and outlet structures?

Clogging problems noted/fixed?

Condition of baffle (if present)?

Reeds thinned/harvested and removed?

Inspection ports cleaned & functioning?

Electrical system (pumps, alarms etc) OK?

Effluent quality appears OK?

Sand Filter Service

Electrical system (pumps, alarms etc) OK?

Sludge built up on top of bed?

Filter cover OK?

Effluent quality appears OK?

Problems noted and action taken:

