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| Mechanical Maintenance | | | | | Task: | Potable Water Supply | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **Municipal Water Source:**  **Main Supply Water Meter**   * Check meter for any signs of leakage. * Make sure that gauge sight glass is clean and readable. * Report any leakage immediately. Repairs and generally made by the municipality or a licensed plumber.   **Well Water Source:**  **Submersible Pump**   * If pump is accessible pull the pump from the well. * Check the appearance of the pump. Repair any damage. * Confirm that the encapsulated electrical connections are in order. * Check that well head and connections are in good repair. * Check that the well head is positioned and sealed in order to prevent ground water and foreign objects from entering well.   **Jet Pump**   * Ensure there are no leaks. * Run pump to listen for unusual noises and that pump starts and stops at required pressure settings. Adjust pressure switch if necessary. * Check the fluid level in the pump motor. * Check all electrical connections are tight and in good condition. * Clean area and equipment thoroughly.   **Potable Water Tank**   * Check operation of the float switch. * Check overall condition of the tank. * Clean all equipment. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |