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|  | **APARNA PROPERTY MANAGEMENT SERVICES PRIVATE LIMITED**  **STANDARD OPERATING PROCEDURE FOR TANK/SUMP CLEANING** |

**Objective:**

To establish the standard Operating System for the Cleaning of Water Tank/Sump

**Policy:**

To ensure good quality of domestic water

**Responsibility:**

Plumber / Supervisor

**Procedures:**

**Cleaning of Water Tank / Sump**

1. Notify the society and building occupants in particular one-week in advance about the scheduled cleaning of the Water tank and alternate arrangements availability.
2. Ensure the water in tank is below the low level float before draining.
3. Check the power supply and functional aspect of sump pump.
4. Turn the dependent pump/s selector switch to manual mode.
5. Switch off the power to the pump with a tag stating “DO NOT OPERATE”.
6. Lock out all the washrooms with Tag stating “Under Maintenance”.
7. Drain / empty the water from the Tank.
8. Close outlet valve of the tank.
9. Take precaution while handling the level sensors.
10. Prior to entering the tank open the lid and provide sufficient ventilation to avoid suffocation.
11. Ensure safe entry and exit.
12. Ensure adequate lighting inside the tank. Torchlight (non-sparking) to be kept handy before starting the cleaning operation.
13. Remove all the silt, sludge, scaling and foreign material from the tank.
14. Scrub the inner surface of the tank properly.
15. Carry out descaling with the help of chemicals, anti-scalants, corrosion inhibitors, micro biocide, anti foulant (to prevent micro biological growth), dispersant (to prevent accumulation of deposits of dust, silt and other suspended matters), ecofriendly biocides, aerobic inhibitors. Leave the chemicals in the tank for duration of six hours and circulate the same with the help of pump.
16. Wash and scrub the inner surface of the tank with fresh water and remove the waste water manually.
17. Clean the probe of the level sensor.
18. Place the sensors at appropriate levels.
19. Record the measurement of the complete tank viz. length, breadth, height of all walls in order to quantify the area having been cleaned.
20. Turn the selector switch to Auto Mode and switch on the Supply to the Pump and ensure the motor starts in Auto Mode.
21. Check the water level in the overhead / under-ground tank.
22. Open the lower most taps for release of air in case of OHWT cleaning.
23. Once the overhead tank is full, open all the taps and drain the water till clear water flow is observed.
24. Remove the tags and open the washrooms for use.

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# Safety Precautions

1. Take work permit before initiating tank cleaning.
2. In case of underground tank cleaning barricade the area to avoid accidental fall.
3. Once the tank is emptied, place the ladder and secure it properly for gaining access to the tank.
4. Ensure that minimum two persons are on the cleaning job at any point of time.
5. Ensure initial external support is provided while entering the tank.
6. Ensure the persons are wearing proper PPE while carrying out the cleaning.
7. DO NOT throw the sludge removed from the tank to avoid injury to people walking around.
8. Use tripod to lift sludge.
9. Once the cleaning operation is over close the tank with lid / cover firmly.

**Revision Guide:**

Any change in the system needs review of SOP.

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| **Rev : 02** | **Prepared By** | **Approved By** |
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