



# Sump Pump Maintenance Checklist

Tips and Tasks

# Sump Pump Maintenance

## *Routine Preventive Maintenance*

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Company: \_\_\_\_\_

Worksite address: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Monthly Maintenance Tasks

NOTES

- Visually inspect for external signs of wear/damage.
- Clean pump components.
- Ensure pipes, hoses and inlet screen are clear of debris.
- Power unit, fill basin with water and test functionality.

### Quarterly Maintenance Tasks

NOTES

- Thoroughly clean sump basin and all components.
- Check electrical connections for loose wiring.
- Test critical circuit points with a multimeter.
- Inspect check valves and pipes for wear/damage.

### Annual Maintenance Tasks

NOTES

- Perform a thorough inspection of the sump system.
- Change out worn or damaged parts.
- Remove lockout and test backup power source.

# Sump Pump Maintenance

## Troubleshooting Common Sump Pump Issues

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Company: \_\_\_\_\_

Worksite address: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Identifying Sump Pump Issues

NOTES

- Odd noises or unusual vibrations
- Continuous running
- Failure to turn on
- Frequently switching on and off

### Common Sump Pump Issues

NOTES

- Clogged inlet screen
- Obstructed impeller
- Stuck float switch
- Faulty check valve

# Sump Pump Maintenance

## *Tips and Safety Measures / Additional Notes*

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Company: \_\_\_\_\_

Worksite address: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Tips and Safety Measures

- Power each pump on its own electrical circuit.
- When servicing, toggle the sump pump's circuit breaker off and lock out any backup power.
- Ensure sump pump has a working overheating switch.
- Keep flammable materials and chemicals away from the sump pump area.
- Perform routine maintenance on pumps to avoid potential issues and extend unit lifespan.
- Continuously monitor pumps for strange sounds and smells, especially during flooding.
- Provide personnel with proper protective equipment for performing maintenance tasks.
- Outsource comprehensive inspections and complex repairs to a professional technician.
- Log maintenance tasks and track history for audits and data gathering.
- Use facility maintenance software to analyze logs and help predict future maintenance needs.

### Additional Notes