

**City of Jacksonville
Pump Station Inspection Form**

Inspection Date:

Pump Station Information		
Location Name		
Pump Station Identifier		
Address		
Owner		
Operator Company		
Operator Company Inspector (Print & Sign)		
<i>Circle Pump Station Type:</i>		
Duplex Simplex Triplex Low Pressure System	Submersible	Aboveground

Requirements and Prohibitions (JEPB Rule 3.103)		Yes	No
.B	Evidence of discharge of untreated wastewater to surface water (creek, river) or groundwater?		
	Evidence of discharge of untreated wastewater to ground or surrounding environment?		
.E	Pump station system or wet well connected to stormwater pipes, drains, ditches, ponds, swales, or any other stormwater structures?		
.J	Safe, clean, and dry access to pump station?		

Operation and Maintenance (JEPB Rule 3.405):		Yes	No
.A.6.a.(1)	Wet well interior surface is free of debris?		
.A.6.a.(5)	Alarms cycled and functioning?		
.A.6.a.(6)	Floats set?		
.A.6.a.(7)	Floats clear of grease?		
.A.6.a.(8)	Pump cables/chains are in good condition, secure, and not around pump suction?		
.A.6.a.(9)	Wet well pumped down, bottom inspected for sand/debris, sand/debris removed?		
.A.6.a.(10)	Grass around pump station is trimmed and area is free of debris?		
.A.6.a.(11)	Isolation valves exercised – completely closed then left completely open?		
.A.6.a.(12)	Confirmed electrical lugs in panel tight and seal secure?		
.A.6.a.(13)	Secured each lock and lubricated as needed?		

Pump Diagnostics		Pump 1	Pump 2	Pump 3
.A.6.a.(2)	Hour meter readings			
	Change from last month			
.A.6.a.(3)	Amp draw			
.A.6.a.(4)	Voltage			
.A.6.b	Megohm test (once every 3 months– or enter date last done)			

Wet Well Pump Out and Pump Inspection – Circle Required Frequency		6 months	2 years
		Yes	No
A.6.c & d	Wet well pumped out and pressure washed?		
A.6.c & d	Hauling/disposal invoice provided to pump station owner?		
	Date of next scheduled pump out and pump inspection		
.A.6.c & d	Pumps pulled and impellers and ports inspected?		
	<i>Conditions of the impellers and ports must be documented in the notes/comments box below.</i>		

Inspector Notes/Comments:
