

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
6/2/2025	Alarms	30056 WW Hinckley, MN	N/A	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact person for the WW Plant at your project. 2. Inspect control floats and clean if necessary at WW Plant.
6/2/2025	Eyewash/Shower	30056 WW Hinckley, MN	checked all good.	Inspection	Inspect eyewash and shower for proper operation.
6/2/2025	Generator- WW	30056 WW Hinckley, MN	GSS yearly check	Inspection	Check over all performance of generator. Check oil, coolant, block heater, hoses, cables, battery charger. Check for leaks. Check battery cells, add distilled water if needed. Run unit under load once a month.
6/2/2025	Generator- Portable	30056 WW Hinckley, MN	GSS was here for yearly check	Inspection	Check over all performance of generator. Check oil, coolant, block heater, hoses, cables, battery charger. Check for leaks. Check battery cells, add distilled water if needed. Run unit under load every other week.
6/2/2025	Post Aeration Tank	30056 WW Hinckley, MN	bleed air off	Monthly PM	Bleed air/water off & exercise diffusers. Note Blowers 1 & 2 meter readings in Comment section.
6/2/2025	FIRE EXTINGUISHERS	30056 WW Hinckley, MN	check all good.	Inspection	Check extinguishers at WWTP, WTP and in vehicles.
6/2/2025	Dehumidifier- Well #3	30056 WT Hinckley, MN	okay	Monthly PM	Check and replace air filter if needed. Check for dirty coils.
6/2/2025	East Tower	30056 WT Hinckley, MN	N/A	Schedule Appointment	Schedule tower cleaning and inspection.
6/2/2025	Eyewash/Shower	30056 WT Hinckley, MN	checked all good.	Inspection	Inspect eyewash and shower for proper operation. There is 2 eye wash stations. One at each water plant, please check both stations

6/2/2025	Generator- Well #3	30056 WT Hinckley, MN	GSS yearly check	Monthly PM	Check oil, coolant, battery charger, inspect radiator and air filter. 100hrs- check belts, lubricate throttle, choke linkage. 200hrs- change oil, replace fuel filter. (exercise unit every other week under load)
6/2/2025	Well #4 Dehumidifier	30056 WT Hinckley, MN	filter okay	Monthly PM	Check air filter & if necessary replace. Ceck coils & air flow.
6/2/2025	WP#2 Alarms	30056 WT Hinckley, MN	called out today	Test alarm dialer	Test alarm function and verify communications equipment can reach emergency contact person at your project.
6/3/2025	WP #1 Alarms	30056 WT Hinckley, MN	okay	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact person at your project.
6/5/2025	Water Plant #2	30056 WT Hinckley, MN	okay okay	Service Equipment	Regenerate green sand filter media.
6/10/2025	Final Clarifier-Walker Process	30056 WW Hinckley, MN	N/A	Monthly PM	Drain condensation from gearbox(es). Grease drive shaft bearings. Use Mobil synthetic grease.
6/11/2025	Lift Station #1	30056 WW Hinckley, MN	okay	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
6/11/2025	Lift Station #2	30056 WW Hinckley, MN	okay okay	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

6/11/2025	Lift Station #3	30056 WW Hinckley, MN	okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/11/2025	Lift Station #4	30056 WW Hinckley, MN	okay okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/11/2025	Lift Station #6	30056 WW Hinckley, MN	okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/11/2025	Lift Station #8	30056 WW Hinckley, MN	okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/11/2025	WW Ejector & Sump	30056 WW Hinckley, MN	okay	Inspection	<p>Check high level alarms. Clear sump. Open valves.</p>

6/12/2025	Lift Station #7	30056 WW Hinckley, MN	okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/12/2025	Lift Station #9	30056 WW Hinckley, MN	okay	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/12/2025	Scum Pump-Wemco	30056 WW Hinckley, MN	okay okay	Monthly PM	Check floats & walls, clean if necessary.
6/30/2025	Gas Detector	30056 WW Hinckley, MN	N/A	Calibrate Equipment	Run calibration check.