

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
3/19/2025	Annual Reports	30056 WW Hinckley, MN	N/A	Complete Documentation	Tier 2 report due by March 1st.
3/20/2025	Post Aeration Tank	30056 WW Hinckley, MN	N/A	Monthly PM	Bleed air/water off & exercise diffusers. Note Blowers 1 & 2 meter readings in Comment section.
3/20/2025	Scum Pump-Wemco	30056 WW Hinckley, MN	Checked, Cleaned, Replaced Off Float.	Monthly PM	Check floats & walls, clean if necessary.
3/20/2025	UV Disinfection Equipment	30056 WW Hinckley, MN	Checked and cleaned all bulbs and the UV channel	Inspection	heck scc seal. Check channel H2O depth.
3/21/2025	Effluent Flow Meter Manhole	30056 WW Hinckley, MN	Still waiting on new meter	Quarterly PM	Open up manhole, check for water. Remove pump if needed, to keep Flow Meter dry.
3/21/2025	Gas Detector	30056 WW Hinckley, MN	Calibrated	Calibrate Equipment	Run calibration check.
3/21/2025	Generator- WW	30056 WW Hinckley, MN	Completed	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.
3/21/2025	Lift Station #1	30056 WW Hinckley, MN	ChecksGood	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.
3/21/2025	Lift Station #1	30056 WW Hinckley, MN	Checks Good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/21/2025	Lift Station #2	30056 WW Hinckley, MN	Checks Good	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.
3/21/2025	Lift Station #2	30056 WW Hinckley, MN	Checks Good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED

3/21/2025	Lift Station #3	30056 WW Hinckley, MN	ChecksGood	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.
3/21/2025	Lift Station #4	30056 WW Hinckley, MN	Checks Good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/21/2025	Lift Station #6	30056 WW Hinckley, MN	Checks Good	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.
3/21/2025	Lift Station #6	30056 WW Hinckley, MN	Checked out good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/21/2025	Lift Station #8	30056 WW Hinckley, MN	Checks Good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/21/2025	Furnace - Well #3	30056 WT Hinckley, MN	Filter Good	Quarterly PM	Check air filter.
3/21/2025	WP#2 Alarms	30056 WT Hinckley, MN	Checks Good	Test alarm dialer	Test alarm function and verify communications equipment can reach emergency contact person at your project.
3/24/2025	Alarms	30056 WW Hinckley, MN	Checks Good	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.
3/24/2025	Eyewash/Shower	30056 WW Hinckley, MN	Checks Good	Inspection	Inspect eyewash and shower for proper operation.
3/24/2025	Final Clarifier-Walker Process	30056 WW Hinckley, MN	Drained and Greased	Monthly PM	Drain condensation from gearbox(es). Grease drive shaft bearings. Use Mobil synthetic grease.

3/24/2025	Generator- Portable	30056 WW Hinckley, MN	Checked Water in batteries. checked belts. checked coolant. Checked oil level	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.
3/24/2025	Lift Station #3	30056 WW Hinckley, MN	Checks Good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/24/2025	Lift Station #7	30056 WW Hinckley, MN	Checks Good	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.
3/24/2025	Lift Station #7	30056 WW Hinckley, MN	Checks Good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/24/2025	Lift Station #8	30056 WW Hinckley, MN	Checks Good	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.
3/24/2025	Lift Station #9	30056 WW Hinckley, MN	Checks Good	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.
3/24/2025	Lift Station #9	30056 WW Hinckley, MN	Checks Good	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/24/2025	Well #3- Control Panel	30056 WT Hinckley, MN	Total Control Removed	Quarterly PM	Take out filter, inspect and clean.
3/24/2025	Dehumidifier- Well #3	30056 WT Hinckley, MN	Checked Good	Monthly PM	Check and replace air filter if needed. Check for dirty coils.

3/24/2025	Eyewash/Shower	30056 WT Hinckley, MN	Checks Good	Inspection	Inspect eyewash and shower for proper operation. There is 2 eye wash stations. One at each water plant, please check both stations
3/24/2025	Generator- Well #3	30056 WT Hinckley, MN	Checks Good	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)
3/24/2025	Generator- Well #3	30056 WT Hinckley, MN	Checked water in battery, checked oil, checked coolant, checked belts	Inspection	Check for abnormal rotor noise during operation and check for oil leakage. 400hrs- replace air filter, replace spark plugs. 800hrs- replace coolant, replace PCV valve, check hoses.
3/24/2025	Well #4 Dehumidifier	30056 WT Hinckley, MN	Checks Good	Monthly PM	Check air filter & if necessary replace. Ceck coils & air flow.
3/24/2025	WP #1 Alarms	30056 WT Hinckley, MN	Checked Good	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact person at your project.
3/25/2025	Blower- North Digester	30056 WW Hinckley, MN	Belts Checked, oil changed	Quarterly PM	1. Change oil.Tools Required: Synfilm GT oil, 3/8 Wrench. 2. CHECK BELTS WITH GOODYEAR TENSION TESTER 1 PR. PER BLOWER. BELT TENSION-13LBS-USED. 19 LBS NEW. BELT 5VX900 CD=30.08. 3. CHECK AIR FILTER & CLEAN (BLOW OUT W/ AIR HOSE)
3/25/2025	Lift Station #4	30056 WW Hinckley, MN	Checks Good	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.
3/25/2025	FIRE EXTINGUISHERS	30056 WW Hinckley, MN	N/A	Inspection	Check extinguishers at WWTP, WTP and in vehicles.
3/25/2025	Pumphouse #1	30056 WT Hinckley, MN	Removed and cleaned	Inspection	Presure aerator- well to filter. Remove & acid wash.

3/25/2025	Well #3- Aerator	30056 WT Hinckley, MN	okay	Quarterly PM	Check air filter, replace if needed. Check overall operation while well is running.
3/25/2025	Well #4 Pump Motor	30056 WT Hinckley, MN	Greased Lower Bearings	Service Equipment	Grease Lower Bearing. Use: Mobile Syngrease
3/25/2025	West Tower	30056 WT Hinckley, MN	3 years out.	Schedule Appointment	Schedule tower cleaning and inspection.