

Document Owner: Manager Customer Planning

Pump Station Building Inspection & Maintenance

Planned maintenance procedures for inspection and maintenance of all Pump Station Buildings.

Health & Safety and Operational Information

Hazard Indicators



Personal Protection



Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- Hazardous Waste
- Confined Space Entry
- Gas detection

Operation's & Maintenance Documentation

- Design drawings
- Site plans

Customer Information

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Priority Customer Categories

-

Emergency Procedure / Escalation

Emergency

- Make "Site Safe" and isolate risks to people or property with resources at hand

Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

Additional Documentation

- Pictures to be taken of any defects identified

Required Skills, Competencies (Qualifications and/or Certifications)

Pump Station Operator
Civil Engineer for civil structural works.

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Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation. If entering confined space have required equipment – tripod, safety harness and gas detector.
Specialist Materials & Parts	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.

Prepare to do the work

Action	Action Details
Pre Start Process	Complete the Daily Pre Start - Planned Maintenance <ul style="list-style-type: none"> - Include Hazard ID - Include Pre-Start Tailgate Meeting Undertake all tasks required in the Generic Planned Maintenance SOP.
Compliance	Traffic Management Plan - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.
Specialist Contractor	Arrange to have a suitability qualified Engineer for reviewing structural works if needed.

Perform the work

Action	Trade	Action Details
Inspect	Pump Station Operator	Check grounds for vegetation maintenance, security fences where fitted and accessways for damage.
Inspect	Pump Station Operator	Building/cabinet signage is present for both location and PPE.
Inspect	Pump Station Operator	Inspect exterior condition of building/cabinet for any signs of vandalism or damage.
Inspect	Pump Station Operator	Accessway/Door, verify locks are in good condition.
Inspect	Pump Station Operator	Inspect that all lights are operational. Ventilation fans are operational Fire Extinguishers are with certified dates. Gantry Crane is certified. Asset information drawings on site. Duty Pump selection operating as designed Site is set up for generator connection
Maintenance	Pump Station Operator	Tidy building if required, instal vermin bait, secure building/cabinet when leaving site.
Inspect	Pump Station Operator	Inspect structure, roof, windows and guttering for leaks. Report any signs of leakage or damage. Carry out basic remediation of issues and generate new work order for significant works
Maintenance	Pump Station Operator	Sweep out building and remove all rubbish. Remove all debris from site and check vermin bait station in place and baited.
Inspect	Pump Station Operator	Fire and safety protection, inspect where fitted : Inspect Emergency lighting, Safety barriers, fire extinguishers, fire hoses and reels, fire alarms and all exits for accessibility.
Maintenance	Pump Station Operator	
Maintenance	Pump Station	Carry out basic remediation of issues and generate new work order for

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	Operator	significant works
Maintenance	Pump Station Operator	Clean guttering and check spouting connected and draining freely. Remove any debris in the gutters and repair any damage
Maintenance	Pump Station Operator	Clean Storm Drains ensuring all are draining freely. Wash out drains and remove blockages
Maintenance	Pump Station Operator	Lubricate all locks. So the key turns and the lock opens with little resistance
Inspect	Civil Engineer	Condition Assessment. Visual Structural Assessment of building.
Maintenance	Pump Station Operator	Certification & Compliance:
Maintenance	Pump Station Operator	Paint work with the internal and external structure review condition of paint work. Carry out basic remediation of issues and generate new work order for significant works