



## HOMES AND SENIORS SERVICES

**POLICY & PROCEDURE NUMBER:** 2.20

**DEPARTMENT:** *Maintenance*

**SUBJECT:** *Sump Pit Pumps*

**APPROVAL DATE:** November 2022

**REVISION DATE:**

**REVIEW DATE:**

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### **PURPOSE:**

Preventative maintenance checks will be completed to verify the correct operation of the Sump Pit Pumps.

### **PROCEDURE:**

The Manager of Corporate Facilities or designate will check the following

#### **Monthly:**

1. Check all sump pit pumps and alarms to ensure proper operation and annunciation.
  - If sump pits are equipped with pumps, lift the float assembly to ensure the operation of the pump
  - If sump pit is equipped with High Level Alarm, raise this float to ensure annunciation is received at the local Alarm panel and on the Building Automation system (if so equipped)
2. If pump does not run, or alarm is not received, check circuit breaker to ensure power is available. Call plumber or electrician if necessary to correct problem.
3. If oily residue is found in sump pits, do not pump out, notify Manager of Corporate Facilities or designate immediately to mitigate an environmental risk.