

OIL/WATER SEPARATOR MAINTENANCE CHECKLIST

Automotive/engineering industry

WEEKLY MAINTENANCE

Can be performed by the business owner

1. Remove obstructions from the grates and pit such as leaves, rags, plastic bags etc.
2. Inspect the pit to ensure that the float switch is working.
3. Inspect the holding tank and remove any floating solids which may block the foot valve and pump.
4. Inspect the oil water separator, checking that the plate pack is secured to the base of the oil separator.
5. Check the filter sock if one is installed and clean with a quick break detergent or replace it if needed.
6. Check the oil skimmer level to see if it is set correctly by manually operating the pump.
7. Check the waste oil collection vessel connected to the oil water separator and empty into a waste oil storage container for collection by a licensed liquid waste transport contractor.
8. Inspect for any damage and correct operation.
9. Inspect pump for leaks.

Note: All of the above should be carried out in accordance with the manufacturer's instructions.

12 WEEK MAINTENANCE

To be completed by an approved service contractor

These reports must be emailed to council by the first week of the month following the scheduled maintenance.

1. Perform all tasks in weekly maintenance.
2. Inspect holding tank and pump out as per the trade waste approval service frequency, e.g. high levels of accumulated sludge and oil. Note that failure to pump out the holding tank regularly may damage the pump and overload the oil separator.
3. Manually operate the pump to reduce the volume of wastewater in the holding tank to the lowest level. Raise the high level float to start the pump (check voltage first).
4. Drain sludge from the oil separator back into the holding tank to be pumped out by licensed liquid waste transport contractor.
5. Remove and clean plate or coil pack with quick break detergents and pressure cleaner.

6. Hose out oil water separator thoroughly back into the holding tank.
7. Arrange for a licensed liquid waste transport contractor to pump out all of the wastewater in the holding tank at the completion of the above steps.
8. Reinstall plate/coil pack (anti surge) and secure to oil separator to stop pack from floating.
9. Close sludge valve.
10. Reinstall filter sock if one is fitted.
11. Fill oil separator with clean water.
12. Run on manual to reset oil skimmer level.

ADDITIONAL ANNUAL MAINTENANCE

To be completed by an approved service contractor

1. Ensure any testable backflow prevention device has been tested by a licensed, endorsed plumber.
2. Ensure the external pump is operating correctly.
3. Confirm all floats/alarms and heights are correct and in working order.
4. Lodge the testing and confirmation report (that the diversion valve is operating correctly) with Townsville City Council.

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Weekly maintenance											
Week	Date	Initials	Clean grates & pits	Inspect pits float switch	Inspect holding tank	Check plate pack	Check and clean filter sock	Check oil skimmer level	Check waste oil vessel	Inspect for damage	Inspect pump
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12	To be performed by an approved service contractor as per schedule on previous page. The service contractor maintenance report is required to be submitted to council.										

Additional comments
