

Daily Pumping Procedures

1. Start generator.
2. Go to pump house and turn on main power.
3. Put on gloves and goggles.
4. Open the priming valve on the Beta pump slowly and make sure it is pumping.
5. Close the priming valve.
6. Turn on the water pump switch.
7. Supervise the pumping within earshot of the pump house to monitor the UV alarm.
8. When pumping is complete, shut off water pump switch, then shut off main power, then shut off generator.
9. Take FREE CHLORINE and TURBIDITY readings from a specified location and record on the log sheet.
10. Report any adverse readings immediately to Mike Cole at 523-0189 and then follow MOE protocols as outlined in the manual.

Daily Record of Pumping and Water Samples

Date	Time	Pump Supervisor	Meter Reading	Testing Location	Free Chlorine (mg/L)	Turbidity (NTU)
<i>Day</i>	<i>Time of Day</i>	<i>Person supervising during pumping.</i>	<i>Meter reading at the beginning of the pumping cycle. Measured in Cubic Meters.</i>	<i>Manager's house (MH) Kitchen (K) East Wash Station (EWS) West Wash Station (WWS)</i>	<i>The ideal range is between 0.4 and 2 mg/L.</i>	<i>The ideal range is less than 1 NTU.</i>

Weekly Maintenance Procedures

1. Inspect suction line ALL THE WAY TO THE DROP-OFF to make sure it is sunk and the foot valve is on the stand above the sand.
2. With pump running, check to make sure that pressure difference on either side of the filters is less than 25 PSI. If pressure exceeds 25 PSI, isolate filters, drain them and change the filters with those labeled on the shelf above the pump.
3. Check level of Sodium Hypochlorite in Beta feed tank. Refill as required, ALWAYS WEARING GLOVES AND GOGGLES.

Manitou Water Log

Date	Time	Pump Supervisor Name	Meter Reading In Cubic M	Testing Location MH, K, EWS, WWS	Free Chlorine (mg/L) 0.4 to 1 mg/L	Turbidity (NTU) Less than 1 NTU
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