

LIFT STATION MAINTENANCE RECORD TEMPLATE

Record for lift station service repair, cleaning, testing, and vendor work.

Member/Entity (if applicable) _____

Use this form to document work consistently and retain it with sewer program records.

Date of Service		Lift Station Name/ID	
Work Order/Invoice No.		Crew/Contractor	
		Supervisor	

Maintenance Record

Equipment/Component Serviced	
Reason for Service	
Work Performed	
Parts Replaced/Materials Used	
Testing/Return to Service Notes	
Additional Follow-Up Needed	

Maintenance Types Completed

	Pump cleaning		Pump repair/replacement
	Float or sensor service		Panel/electrical service
	Generator testing/service		Wet-well cleaning
	Valve/piping service		Alarm/telemetry service
	Emergency Repair		Other

☐

No Follow-Up Needed

☐

Follow-Up Work Order Created

Work Order # _____

Completed Date _____

Prepared by		Reviewed by	
Date		Date	

For North Dakota Local Government.

NDIRF Template Form – Optional Use. Members may modify this form to meet local operational needs.