

# OPERATION & MAINTENANCE (O&M) MANUAL

**NOTICE:** THIS OPERATION & MAINTENANCE (O&M) MANUAL SHALL BE KEPT AT THE LOCATION OF THE GRAYWATER SYSTEM AND REMAIN WITH THE BUILDING THROUGHOUT THE LIFE OF THE GRAYWATER SYSTEM. UPON CHANGE OF OWNERSHIP OR OCCUPANCY, THE NEW OWNER OR TENANT SHALL BE NOTIFIED THAT THE STRUCTURE CONTAINS A GRAYWATER SYSTEM.

## SYSTEM DESCRIPTION

(check all applicable items)

No. of connected plumbing fixtures:

Washing Machine \_\_\_\_\_

Bathtub/Shower \_\_\_\_\_

Lavatory/Utility Sink \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Equipment list (include type & models):

Surge Tank \_\_\_\_\_

Pump \_\_\_\_\_

Filters \_\_\_\_\_

3-Way Valve \_\_\_\_\_

Backwater Valve \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe all access locations for valves, pumps, cleanouts, etc.:

\_\_\_\_\_  
\_\_\_\_\_

Attach any available site drawings, piping layouts, equipment spec sheets & more detail for system maintenance.

## OPERATION & MAINTENANCE

(check all applicable procedures)

- NO toxic chemicals or clogging material into the system.
- SWITCH the 3-way valve for bleach, cleaning products, diapers and infectious clothes washing.

At least once per month...

- CHECK the surge tank filter, and clean or replace as necessary.
- CHECK the pump system filter, and clean or replace as necessary.
- CHECK all accessible ports/emitters for clogging and root intrusion, cleaning them as necessary.

At least once per year...

- REMOVE decomposed & excess debris from mulch basins and replace with new mulch.
- INSPECT all mechanical, electrical and plumbing equipment. REPAIR or REPLACE as necessary.

Additional procedures:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

FOR REPAIRS, CALL: \_\_\_\_\_