

RECOMMENDED TRUCKFILL STATION WEEKLY CHECKLIST
(For Truckfill Stations Without Treated Water Storage)

Year = _____

Date Checked (Month/Day):			
Employee's Initials:			
Water Samples (Bacteria Testing):	Units	Check	Comments
Collect and Ship Bacteria Sample from Water Truck	Y/N		
Collect and Ship Additional Bacteria Sample (Optional) Sample Location:	Y/N		
Inside:	Units	Check	Comments
Clean Sample Cells for Water Quality Testing	Y/N		
Clean and Maintain Water Quality Test Equipment as Required	Y/N		
Housekeeping: Clean Floors, Tests Area, Workspaces and Cupboards	Y/N		
Check Lights and Replace Bulbs as Required	Y/N		
Check Infrared Heaters and Replace Elements as Required	Y/N		
Outside:	Units	Check	Comments
Check Fuel Oil Level Reading	Level		
Check Outside Alarm Beacon & Horn	Y/N		
Check Outside Operator's Panel (light, meter, timer)	Y/N		
Clear Any Ice Build-up under Truckfill Arm	Y/N		
Raw Water Reservoir (if applicable):	Units	Check	Comments
Record Reservoir Water Level	m		
Record Groundwater Level	m		
Drain or Pump off Groundwater as Required	Y/N		
Water Truck:	Units	Check	Comments
Clean Water Delivery Nozzles on Water Truck	Y/N		