**Section 371.266 Chapter VI − Maintenance**

a) Discuss the purpose and importance of the maintenance program.

b) Outline an equipment maintenance record system for the pumping stations and collection system which must include but is not limited to:

1) An equipment numbering system;

2) A manhole numbering system;

3) Equipment maintenance record forms and the equipment data to be kept on these forms;

4) Instructions for completing and filing the equipment maintenance record forms;

5) Procedures to follow for retrieving information stored in the equipment maintenance record system.

c) Provide daily, weekly, monthly, quarterly, semi-annual, and annual summaries of the routine maintenance activities for each unit of the pumping station and collection system. These summaries may be prepared by reviewing and reorganizing the information in 35 Ill. Adm. Code 371.263(b)(8) of the preparation requirements. Identify materials, including paints and lubricants, needed to maintain each unit.

d) Outline a work order system and describe a work order log. Include a sample work order form.

e) Outline a stockroom and inventory system. Provide a list of spare parts to be maintained for each item of equipment. Discuss procedures for ordering parts which meet the municipality's purchasing ordinances.

f) Discuss costs and budgets for maintenance operations.

g) Discuss housekeeping activities.

h) Discuss piping color coding.

i) Discuss the use of special tools and equipment and the maintenance skills required to use the tools.

j) Discuss tool room procedures and the use of tool boards.

k) Discuss applicable warranties for all guaranteed equipment.

l) Discuss contract maintenance jobs.