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Purpose:

目的

Ensure water quality without pollution, domestic water supply properly, operation of related equipment, prevent accidents.

确保水质正常无污染，保障生活用水正常供应，确保相关设备正常运行，防止事故的发生。

Policy:

政策

A proper interface of records, regularly check the water pump, check motor fastening screws are not loose, bearing lubricant good; repair immediately or report if any breakdown, domestic water pump should be weekly rearranged, to ensure the normal use of the pump house.

做好交接记录，

定期检查水泵、电机的紧固螺丝有无松动、轴承润滑油情况是否良好等；发现故障立即修理或上报，生活水泵应每周倒换一次，保证水泵房的正常使用。

Procedure:

程序

1. Pump house and water tank should be locked at any time, the key is kept by the duty engineer or administrator, the independent members borrowing the keys and match new keys are not permitted;
水泵房及水箱应当做到随时上锁，钥匙由当班工程师或管理员保管，无关人员不得借用钥匙，不得私自配钥匙；
2. Strict implementation of safety systems to prohibit non-staff into the pump house;
严格执行安全制度，禁止非工作人员进入泵房；
3. Storage of toxic, hazardous materials, smoking is prohibited in pump house;
水泵房内严禁存放有毒、有害物品，严禁吸烟；
4. Keep the pump house ventilation, to ensure that the pump room clean sanitation;
保持水泵房通风换气，确保泵房环境卫生清洁；
5. Seriously implement the shift system, do shift records well;
认真执行交接班制度，做好交接班记录；
6. Regularly check the water quality of the tank, close the inlet valve immediately if any abnormal, and report to duty engineers and managers, to ensure that the water quality compliance;
定期检查水箱水质、发现异常立刻关闭进水阀门，并上报当班工程师及经理，确保水质合格；
7. Regular cleaning, disinfection tank;
定期清洗、消毒水箱；
8. Staff on duty should check the pumping station power supply is normal, all valves should be in a normal state of use, water pumps, pipe fittings and valves should be no water leakage;
当班人员应检查泵房供电是否正常，所有阀门应处于正常使用状态，水泵、管道接头和阀门应

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无渗漏水现象；

9. Staff on duty should check the instrument of pump control cabinet, the indicator working condition and the pump pressure gauge, observe domestic water pumps, circulating pump, sewage pump selected automatically position or not;
当班人员应检查水泵控制柜的仪表、指示灯工作状况及水泵压力表指示，观察生活水泵、循环泵、污水泵是否选择自动位置；
10. Staff on duty inspect, the hot water temperature, water pressure, water systems and other equipment every two hours and make a record;
值班人员每隔两小时对热水水温、水压、水系统等设备巡检一次，做好记录；
11. If stop water supply is need when accident, should immediately notify the duty engineer; when normal water supply, valve reset, and record the malfunction in the duty diary;
如果发生故障需要停水，应立即通知当班工程师；待恢复正常供水后各阀门复位，并将故障原因、停水情况记录在当班日记上；
12. Turn off the power supply before take maintenance and care, and hang the signs WORKING, DO NOT TURN ON THE VALVE ";
进行维修保养时，必须先切断电源，并挂上“有人工作，严禁合闸”的告示牌；
13. Sewage pump failure should immediately take measures to reduce the water level of the sump;
污水泵故障时应马上采取措施，降低集水坑水位；