Operations and Maintenance Manual Checklist

Please include this checklist with your operations and maintenance manual.

Information Included:	Yes	No	Page Number
Operation and Maintenance Manual			
Facility description	☐	☐	_____
Explanation of startup and normal operating procedures	☐	☐	_____
Routine maintenance program	☐	☐	_____
Records and reporting system	☐	☐	_____
Sampling and analyses program	☐	☐	_____
Staffing and training requirements	☐	☐	_____
Identification of pollution sources at the water supply	☐	☐	_____
Safety program	☐	☐	_____
Unaccounted-for water tracking plan	☐	☐	_____
Emergency plan and operating procedures	☐	☐	_____
Manufacturer's manuals	☐	☐	_____