

Business/Contractor Name:

Procedure	Tick when completed
Contact the school at least 48hours notice to arrange a suitable time for carrying out proactive service.	☐
Sign in to school site visit log and introduce yourself to the School Principal/Staff if/when available on arrival.	☐
Carry out site induction/toolbox meeting to discuss site specifics including but not limited to items such as amenities, school evacuation procedure, asbestos register, local doctor/hospital etc.	☐
Carry out risk assessment for task (SWMS) addressing all site specifics.	☐
The minimum activity shall include the following: This service is for aerated waste treatment systems associated with potable drinking storage tanks.	☐
Visual inspection to check for deterioration.	☐
Alarm check and 3M filter clean.	☐
All testing and maintenance to be as per manufacturer recommendations.	☐
- Sludge inspection - measure depth in all chambers	☐
- Inspect biofilm growth on filter media	☐
- Check condition and operation of pumps, motors and blower assemblies	☐
- Inspect/adjust sludge return lines and skimmers	☐
- Inspect and test any electrical control systems, including alarm systems and irrigation control	☐

- Inspect and service the disinfection unit	☐
- Replenish disinfectant (chlorine tablets) as required - (ASO approval required before commencing?)	☐
Perform effluent quality tests including:	
- pH testing in the primary chamber and final effluent	☐
- and: Free residual chlorine testing in the final effluent using the DPD (N,N-diethyl-p-phenylenediamine) colorimetric or photometric method	☐
- Inspect and clean filter as necessary	☐
- Check condition and operation of irrigation controls, pumps, and cycling of dual systems	☐
• Provide a summary of essential actions required to maintain compliance in the service report.	☐
Complete service report making sure all items are accurate, and details are correct.	☐
Documentation to be submitted with claim:	
• SI Service report.	☐
• Updated asset data information	☐
• Relevant before and after photos	☐
• Job receipts	☐
• Signed site visit logbook	☐
Sign out of the school	☐

Signing off

Contractor Name/s:

Signature:

Date: