

Intersurgical Work Instruction

Inspection, Servicing and Maintenance of Intersurgical Site Drainage

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1. PURPOSE

- 1.1. This document describes the inspection, servicing and maintenance of Intersurgical site drainage.
- 1.2. These requirements are to ensure the equipment remains in a safe, efficient condition in accordance with IQP902 (Maintenance of Equipment).

2. SCOPE

- 2.1. This document is to be used for the inspection, servicing and maintenance of Intersurgical site drainage.
- 2.2. The Intersurgical inspection, servicing and maintenance activities listed in this work instruction must only be carried out by trained staff.
- 2.3. The contractor inspection, servicing and maintenance activities listed in this work instruction must only be carried out by trained contractors.

3. RESPONSIBILITIES

- 3.1. **Buildings team:** perform the scheduled maintenance tasks:
 - 3.1.1. Internal building drainage clean.
 - 3.1.2. Check operation of sewage pumps.
- 3.2. **Buildings Supervisor:** plans and manages the task using external contractors.

4. TERMS, DEFINITIONS AND ACRONYMS

- 4.1. **PPE** – Personal Protective Equipment.

5. SCHEDULE

Task	Description	Frequency	Schedule
Check operation of Surface water pumps	Operational check of pumps	Monthly	D
Check operation of sewage pumps	Operational check of pumps	Monthly	D
Jetting of external drains	Organise contractor to jet outside drains	Yearly	G
Full service visit – pump wells	Contractor to attend site to service x4No site pump wells pump systems	Yearly	G
Tanker removal of interceptors, gullies	Organise contractor to suck out gullies/ interceptors	Yearly	G
Drainage camera survey and jetting	Organise contractor to camera and jet site drainage	5-yearly	K

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6. SAFETY STATEMENT

 Approved Personal Protective Equipment must be worn	All members of staff before starting work must wear adequate PPE, to reduce the risk of any kind of injury and to meet the quality standards. PPE may include: safety shoes, ear defenders, protective glasses, masks, and gloves.
 CAUTION Always face ladder when climbing or descending Never use the top of the ladder as a step Always hold the ladder with at least one hand Do not carry loads that might make you lose your balance Never move or extend a ladder when someone is on it	Ensure you have had appropriate training prior to use of a stepladder or ladder and it is the most appropriate device for the job.
 MATERIAL DATA SAFETY SHEETS	Staff must be aware of safety data sheets for each of the products they use and the appropriate response to contact, spills or first aid requirements. Ensure you are trained.

7. CHECK OPERATION OF SEWAGE PUMPS

- 7.1. In accordance with the schedule detailed in section 5 and referring to BLDG-M-7 (Drainage), perform the operational check of sewage pumps on a **monthly** basis. There are 3x sewage pump stations on site: Crane House, Brook House and Dray House.
- 7.1.1. Swap pumps over on the panel and ensue both pumps are operational.
- 7.1.2. Lift the man hole and confirm the level in the pit is low.

8. CHECK OPERATION OF SEWAGE PUMPS

- 8.1. In accordance with the schedule detailed in section 5 and referring to BLDG-M-7 (Drainage), perform the operational check of sewage pumps on a **monthly** basis. There is 1x surface water pump stations on site: Crane House.
- 8.1.1. Swap pumps over on the panel and ensue both pumps are operational.
- 8.1.2. Lift the man hole and confirm the level in the pit is low.

9. INTERNAL BUILDING DRAINAGE CLEAN

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- 9.1. In accordance with the schedule detailed in section 5 and referring to BLDG-M-7, the Buildings Team shall use drainage tools to proactively clean from urinals back. All sink and urinal traps shall be removed and cleaned of debris.

10. JETTING OF EXTERNAL DRAINS

- 10.1. In accordance with the schedule detailed in section 5 and referring to BLDG-M-7, the Buildings Team shall use drainage tools to proactively clean from urinals back. All sink and urinal traps shall be removed and cleaned out of debris

11. FULL SERVICE VISIT – PUMP WELLS

- 11.1. In accordance with the schedule detailed in section 5 and referring to BLDG-M-7, arrange service provider to come to site to complete sewage pump well service works (Dray House, Brook House and Crane House); refer to BLDG-R-1 (Control and Management of Contractors).
- 11.2. Escalate all issues to the Buildings Supervisor.

12. TANKER REMOVAL OF INTERCEPTORS, GULLIES

- 12.1. In accordance with the schedule detailed in section 5 and referring to BLDG-M-7, arrange service provider to come to site to complete jetting of all site; refer to BLDG-R-1.
- 12.2. Escalate all issues to the Buildings Supervisor.

13. DRAINAGE CAMERA SURVEY AND JETTING

- 13.1. In accordance with the schedule detailed in section 5 and referring to BLDG-M-7, arrange service provider to come to site to complete CCTV of drainage, a condition report should follow; refer to BLDG-R-1. Jetting will need to be completed prior to this for the CCTV to be clear.
- 13.2. Escalate all issues to the Buildings Supervisor.

14. RELATED DOCUMENTS

- 14.1. IQP902 – Maintenance of Equipment
- 14.2. BLDG-M-7 Drainage
- 14.3. BLDG-R-1 Control and Management of Contractors

15. DESCRIPTION OF CHANGES FROM PREVIOUS ISSUE

Description of changes
New document