



1.0 General Maintenance Checklist

1. Shelter

- a. Check roof, shingles, boards and trap door, and repair as necessary.
- b. Check support posts and seats for rot, damage, loose screws and loose braces. Repair, tighten or replace parts as necessary.
- c. Remove old bird and bee nests, cobwebs and dirt. Clean and stain the wood as necessary.

2. Platform

- a. Check for cracks in concrete and openings around the well casing. Repair and/or fill with caulk or crack-repair as necessary.
- b. Check drain pipes and gutters. Clean and repair as necessary to allow for proper drainage.

3. Drinking Fountain Pump

- a. Check the pump attachment up to the well casing. If the mounting bolts are loose, tighten or replace them.
- b. Check gaskets between the reservoir tank/pump base and the reservoir cover. If necessary, tighten or replace bolts and gaskets.
- c. Check pump parts, including handle, cap, fulcrum, piston rod upper guide and packing nut. Tighten, repair or replace as necessary.
- d. Check the general appearance. Clean off loose paint and repaint if necessary.
- e. Lubricate all moving parts.

4. Testing Water Supply

- a. Send water sample to the DOA State Laboratory of Hygiene for testing.
- b. If the water is reported to be unsafe, disinfect the well and remove the pump handle or disconnect power.
- c. After it is determined that the water is safe, replace the pump handle or reconnect power.