

Equipment maintenance log sheet

Date (dd/mm/yy) <input type="text"/> / <input type="text"/> / <input type="text"/>		
Name of group		
Serviced by		
Equipment	Action	Tick when completed
Dissolved oxygen kit	Rinse out bottles with deionised water and dry afterwards	
	Clean buckets and eskies (do not use detergent)	
	If using Clarke electrode, inspect membrane for cuts, punctures and air bubbles (change membrane if required)	
Nitrogen and phosphorus kits	Clean buckets, bottles and eskies (do not use detergent)	
	Wipe all glassware and allow to dry	
	Check equipment for obvious signs of deterioration and replace if necessary	
	Clean filtering equipment	
Turbidity tube	Check for scratches and cracks	
Temperature (thermometer)	Rinse with clean water and dry afterwards	
	Check for scratches and ensure that there are no bubbles in the liquid	
Electrical conductivity	Check and replace batteries if necessary	
	Calibrate meter with conductivity standard solutions	
	Clean electrodes with methylated spirits	
	Wash meter with distilled water and store dry	
	Dry electrodes before storage	
pH equipment	Rinse electrode with deionised water	
	Clean sampling buckets, bottles and eskies (do not use detergent)	
	Pour water into solid liquid waste bottle and place pH paper in the solid waste container	
	Wash sample bottle with phosphate-free detergent and rinse three times with tap water and three times with deionised water	
	Rinse titration bottles with deionised water and dry afterwards	
	Put all liquid wastes into a waste bottle and solid wastes into a bag for removal from the site	
	Calibrate meter in pH 7 and 10 buffer solution	
	Rinse meter	
	Check and replace batteries if necessary	
Transparency equipment	Wash transparency tube with tap-water and check for damage	
	Clean Secchi disc	
	Check condition, accuracy of markings and cord stretch of Secchi disc	
Total suspended solids equipment	Rinse sampling bottle	
	Check scales for damage	
Water flow equipment	Clean float and check for damage	
	Check tape measure for damage	
	Clean head rod	