Routine Operational Procedures

System Name:

List tasks that are performed and the frequency and who is responsible for performing that task. A separate page should be used to describe the procedure in detail for each task, if needed.

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| **Number** | **Daily Task** | **Performed by** |
| 1.  | Inspect well  |  |
| 2.  | Check Storage Tank |  |
| 3.  | Maintain gauges & valves  |  |
| 4.  | Maintain distribution system  |  |
| 5.  | Respond to consumer complaints |  |

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| **Number** | **Weekly Task** | **Performed by** |
| 1. | Inspect valves |  |

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| **Number** | **Monthly Task** | **Performed by** |
| 1.  | Take Bacteriological sample | Laboratory personnel |

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| **Number** | **Semi-Annually** | **Performed by** |
| 1.  | Flush dead end lines  |  |
| 2.  | Flush sediment from storage tank |  |
| 3.  | Exercise valves |  |