

Daily Septic System Checklist - Sensitive Use Properties

Do not open septic lids/covers. If you mark a concern, complete the Incident / Concern Log for status definitions and follow-up.

Header (complete each day)

Facility / Address: _____

Date: _____ Time: _____

Completed by (name/role): _____ Weather: _____

Septic type (if known): Gravity / Pumped / Advanced / Unknown _____

Alarm/control panel location (if known): _____

A) Indoor check (2-3 minutes)

- ☐ Toilets flush normally (no slow flush, rising water, repeated clogs).
- ☐ Sinks drain normally (no slow drains).
- ☐ No gurgling from drains/toilets.
- ☐ No sewage odour indoors (washrooms, kitchen, classrooms, near floor drains).
- ☐ Floor drains / low points (if accessible) are dry.

Notes: _____

B) Alarm / control panel (if applicable)

- ☐ Panel shows NORMAL status (no alarm light/buzzer/fault message).
- ☐ If alarm is present: record exact message/light and report same day.

Alarm details: _____

C) Outdoor walk-around (5 minutes) - do not open lids

- ☐ Area safe to access; keep children away from septic components.
- ☐ Tank/access area: lids secure; no strong odour; no wet/soft ground or pooling.
- ☐ Pump/treatment area (if present): dry; no leaks; vents intact; no unusual noise.
- ☐ Drainfield: firm ground; no ponding/breakout; no sewage odour.
- ☐ Vegetation normal (no sudden lush/bright green stripes).
- ☐ No vehicles/equipment on drainfield; no discharge to ditches/low areas.

Outdoor notes: _____

D) Daily reminders (preventive)

- ☐ No wipes/paper towels/diapers or non-flush items in toilets.
- ☐ No grease/oil/food scraps into sinks.
- ☐ No harsh chemicals/solvents/paint into drains (approved quantities only).
- ☐ Report running toilets or dripping taps immediately.

E) Issues found today (complete if any concern)

Location: _____

Severity (circle): Normal / Watch / Report Today / Reported to: _____

Emergency _____

Time: _____ Work order / ticket #: _____

What you observed (facts only): _____

Septic Incident / Concern Log

Use when a concern/alarm is identified. Record facts only (what/where/when).

Header

Facility / Address: _____

Week of: _____

Prepared by: _____

Log entries (10 rows)

Date/Time	Location	Observation (facts only)	Status	Reported to	Action / Ticket # / Initials

Status definitions (circle one in log)

- NORMAL - No odours, no slow drains, no alarms, no wet areas.
- WATCH - Minor concern; re-check next day; report if repeated/worsening.
- REPORT TODAY - Persistent odour, repeated slow drains/gurgling, alarm, new wet/soft area. Notify supervisor same day.
- EMERGENCY - Sewage backup indoors or surfacing/breakout outdoors. Restrict area; notify supervisor immediately; urgent service call.