**Example Septic System Service Report**

**A service should take between 20 to 45 minutes to complete if no defects or issues are found.**

**Owners should check that the items below are completed by their service agent.**

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| **Servicing Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Service Technician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Service Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Owner/Occupier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **System Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Split system for grey water □ Yes □ No** |

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| **ELECTRICAL** | **NOTES** |
| GENERAL CONDITION: □ Good □ Fair □ Poor |  |
| ALARM TEST: □ Operating □ Not operating |  |
| **AIR & SLUDGE RETURN SYSTEM:** |  |
| AERATION: □ Satisfactory □ Unsatisfactory |  |
| FILTER SERVICE/CLEAN:□ Yes □ No □ Replaced |  |
| SLUDGE RETURN CLEAR:□ Yes □ No |  |
| ODOUR: □ Yes □ No |  |
| SCUM ACCUMULATION: : □ Satisfactory □ Unsatisfactory |  |
| GENERAL CONDITION:□ Good □ Fair □ Poor |  |
| **PRIMARY CHAMBER:** |  |
| SLUDGE ACCUMULATION:□ Satisfactory □ Unsatisfactory |  |
| INLET AND JUNCTION CLEAR: □ Yes □ No  PUMP OUT NEEDED □ Yes □ No |  |
| **IRRIGATION CHAMBER**:  Completely de-sludged/washed out and vacuumed □ Yes □ No |  |
| WATER PUMP PRESSURE: □ Satisfactory □ Unsatisfactory |  |
| FILTER CONDITION:□ Satisfactory □ Unsatisfactory□ Replaced |  |
| TABLETS REPLACED: □ Yes □ No □ N/A |  |
| ALARM TEST □ Satisfactory □ Unsatisfactory |  |
| ACCESS COVER SECURE: □ Yes □ No |  |
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| **LAND APPLICATION** |  |
| CONNECTED TO EFFLUENT FIELD □ Yes □ No |  |
| TYPE □ Subsurface □ Above ground □ Trench  DISTRIBUTION PERFORMANCE: □ Good □ Uneven □ Failing  LINES FLUSHED □ Yes □ No  UNKNOWN LOCATION:□ |  |
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| **ADDITIONAL COMMENTS** |  |
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