



GAS FACILITIES STATION MAINTENANCE REPORT

F 4430-02-4  
9/08

TYPE OF STATION \_\_\_\_\_ LOCATION \_\_\_\_\_

FORM TO BE USED AT STATIONS, LRCSV, LOAD CENTERS, AND TERMINALS. REFER TO WP 4430-02.

DATE \_\_\_\_\_  
YEAR \_\_\_\_\_

TYPE OF VALVE ( e.g. main, relief, other )	VALVE NUMBER	GENERAL CONDITION (leaks, etc.)	VALVE SERVICED	VALVE STROKED	VALVE ACTUATOR INSPECTED	AS FOUND SETPOINT		AS LEFT SETPOINT		DATE / INITIALS	CHECKED/LIBERATED OR SERVICED OF CONTROL SYSTEMS							
						ACTUAL CONTROL POINT	SETPOINT	ACTUAL CONTROL POINT	SETPOINT		CONTROLLER/ PILOT	POSITIONER	CONTROLS TRANSDUCERS /TRANSMITTERS	GAS SAWER CIRCUIT				
											checked	serviced	checked	serviced	checked	serviced	checked	serviced

MAIN GAS EQUIPMENT		COMMENTS
FILTER / SEPARATOR / OTHER	Description	
Checked	Replaced	

GENERAL STATION CONDITION ISSUES (if not OK, indicate condition found.)	
Fencing & Gates	OK [ ]
Yard/Landscaping	OK [ ]
Piping & Valves	OK [ ]
Piping Alim Corrosion	OK [ ]
Building/Cabinet	OK [ ] N/A [ ]
Vaults	OK [ ] N/A [ ]

- NOTES:
- 1) USE THIS FORM WHEN ANNUAL MAINTENANCE IS PERFORMED AT A FACILITY WHICH HAS CONTROLLER-OPERATED PRESSURE REGULATING, PRESSURE RELIEF, AND/OR PRESSURE MONITORING EQUIPMENT.
  - 2) RETAIN THIS FORM FOR RECORDKEEPING PURPOSES IN THE DISTRICTS/DIVISION'S HISTORY FILE.
  - 3) CONTROL VALVES WITH MULTIPLE FUNCTIONS (I.E., PRESSURE CONTROL WITH FLOW OR BACK-PRESSURE CONTROL) MUST HAVE A SEPARATE ENTRY FOR EACH CONTROL FUNCTION.
  - 4) THE APPROPRIATE COLUMNS MUST BE DATED BY THE INDIVIDUAL PERFORMING THE MAINTENANCE WORK AND A LOG OF THE WORK PERFORMED MUST BE ENTERED AND INITIALED AS REQUIRED IN THE REMARKS SECTION ON PAGE 2.
  - 5) ANY CLARIFICATION OF MAINTENANCE PERFORMED OR COMMENTS MUST BE ENTERED IN THE REMARKS SECTION ON PAGE 2 PRECEDED BY AN APPROPRIATE CROSS-REFERENCE.

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TYPE OF STATION \_\_\_\_\_ LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

G.S. NUMBER		DEHYD		FILTER		1st Sig REGS / RELIEFS				2nd Sig REGS / RELIEFS				3rd Sig REGS / RELIEFS				DATE/INITIAL	GENERAL CONDITION (LEAKS, ETC.) Include any additional information below, if appropriate
						SETPPOINT (psig)		SETPPOINT (psig)		SETPPOINT (psig)		SETPPOINT (psig)		SETPPOINT (psig)		SETPPOINT (psig)			
Device Tag	Check	Replace	Check	Replace	Check	Service	As Found	As Left	Check	Service	As Found	As Left	Check	Service	As Found	As Left			

SCADA EQUIPMENT Service &/or Calibration		
RTU	Power Backup	Battery Check

TRANSDUCERS 3-POINT CHECK	As Found			As Left			DATE / INITIAL
	Operating Pressure (psig)			Operating Pressure (psig)			
	0%	50%	100%	0%	50%	100%	

REMARKS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_