

### Station Monthly Routine – Sample Log

**Expectations:**

1. Perform station inspection work and correct minor issues encountered.
2. Log issues and associated corrections in the Station Log Book.
3. If any issues need additional action, submit a Work Request and make a note on Page 2 under "Comments."
4. Complete this form with each station visit and submit it to the appropriate supervisor.

Activity					
<b>General</b>	Monthly	Week 2	Week 3	Week 4	Week 5
<b>Notify:</b> Notify gas control personnel upon entering the station (request clearance to perform testing).					
<b>Roads:</b> Inspect the condition of the road leading into the station for erosion or encroachment.					
<b>Log:</b> Log the date, time, employee name, reason for visit, and any abnormal conditions found.					
<b>Operating Diagram:</b> Verify that the Operational Diagram is on site and up to date.					
<b>Clearance - Routine:</b> Verify that a copy of the "Station Routine Authorization Clearance" is on site and in good order.					
<b>Housekeeping</b>					
<b>All Buildings:</b> Sweep out building and remove trash, debris, and spider webs.					
<b>Compressor Buildings:</b> Remove flammable or combustible materials not required for everyday use.					
<b>Station Yard:</b> Clear the station yard of weeds, trash, and debris.					
<b>Pits:</b> Clear valve pits of trash, debris, and spider webs. Remove water.					
<b>Safety</b>					
<b>Signage:</b> Verify that "Station I.D.," "Keep Out," "No Smoking," and "Hazard Warning" signs are in place and in good order.					
<b>Eye Wash Station:</b> Inspect the eye wash station to ensure that it is in good working order and that the water tank is full.					
<b>Fire Extinguisher:</b> Check the fire extinguisher for pressure. Check the last service date.					
<b>First Aid Kit:</b> Inspect first aid kits and replenish as needed.					
<b>Station:</b> Conduct a general overall inspection, looking for any unsafe or potentially unsafe equipment or conditions.					
<b>Electrical/Electronic</b>					
<b>Lighting:</b> Check for burned-out light bulbs. Clean as needed.					
<b>Solar Panels:</b> Inspect and check for broken panels and loose wiring. Clean panels as needed.					
<b>Stand-By Generator:</b> Check fluid levels and perform a "Test Run" operation.					
<b>Mechanical</b>					
<b>Valves:</b> Automatic, fill oilers.					
<b>Mist Extractor:</b> Drain off excess oil from the mist extractor and re-use for oilers.					
<b>Communications</b>					
<b>Phone(s):</b> Check to make sure phones are operational. Clean as needed.					



<b>RTU / SCADA:</b> Check for the operational TX and RX.					
<b>Radio:</b> Check for the operational TX and RX.					
<b>Activity</b>					
<b>Stock Parts</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
<b>Clean Rags:</b> Verify that there are clean rags inside the building. See special rules for compressor buildings.					
<b>Oil:</b> Check to ensure that there are at least 2 quarts of valve oiler oil inside the building.					

<b>Operational</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
<b>Automatic Valves:</b> (Monitors and regulators) Verify with Gas Control that they have operation and control points correct.					
<b>Line Rupture Control (LRC):</b> Test forward and reverse flow trips.					
<b>Environmental</b>					
<b>Spills:</b> Inspect for spills, leakage, and potential leakage issues.					
<b>HMBP and SPCC Plans:</b> Review and verify that the plans are current.					
<b>Security</b>					
<b>Alarms:</b> Check security alarms to make sure they are operational. Verify that Gas Control received the entry alarm.					
<b>Fence:</b> Inspect all fencing, gates, doors, and locks. Report any tampering.					

Date: \_\_\_\_\_

Name \_\_\_\_\_

Comments: \_\_\_\_\_

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