

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

RTU / SCADA: Check for the operational TX and RX.					
Radio: Check for the operational TX and RX.					
Activity					
Stock Parts	Week 1	Week 2	Week 3	Week 4	Week 5
Clean Rags: Verify that there are clean rags inside the building. See special rules for compressor buildings.					
Oil: Check to ensure that there are at least 2 quarts of valve oiler oil inside the building.					
Operational	Week 1	Week 2	Week 3	Week 4	Week 5
Automatic Valves: (Monitors and regulators) Verify with Gas Control that they have operation and control points correct.					
Line Rupture Control (LRC): Test forward and reverse flow trips.					
Environmental					
Spills: Inspect for spills, leakage, and potential leakage issues.					
HMBP and SPCC Plans: Review and verify that the plans are current.					
Security					
Alarms: Check security alarms to make sure they are operational. Verify that Gas Control received the entry alarm.					
Fence: Inspect all fencing, gates, doors, and locks. Report any tampering.					

Date: _____

Name _____

Comments:
