
CALIBRATION BACKFLOW TESTER EQUIPMENT (MOP-P007)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to describe the process for Calibrating the Back-flow Equipment tester for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Plumbing, Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Facilities Maintenance

4.0 DEFINITIONS:

- 4.1 Back Flow Testing Device – Equipment used to test for fouled check valves, test relief valve openings and accurately test for differential pressure zones. This gauge enables the tester to visually locate problems that other wise would be impossible to find.

5.0 PROCEDURE:

- 5.1 Back Flow Testing Device will be tested for accuracy and re-calibrated if necessary annually.
 - 5.1.1 The Back Flow Tester is used at each school site on an annual basis or when requested by the County of Sacramento, Environmental Management Department's, Director.
 - 5.1.2 Sacramento City Unified School District maintains a list of required sites to be tested per the County of Sacramento, Environmental Management Department.
- 5.2 The testing and re-calibration of the Back Flow Tester Equipment is performed by a reputable company, that is equipped to do such work.
- 5.3 Retain receipt of payment and/or copy of certificate of calibration and enter this notice when gauge was tested on the required annual logs.
- 5.4 The Back Flow Testing Device is to be used only by a Certified Back-flow Specialist who is re-certified every three years.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Certificate of Calibration and/or receipt of payment.
- 6.2 Copy of repairs needed (if there are any).
- 6.3 Back-flow Prevention Device Inspection and Maintenance Report.

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Certificate and/or Receipt of Payment	Plumbing Office Maintenance Files	Continuous	Dispose as desired	Locked Office w/Access limited to Supervisor IV & his/her Assistant ;

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial Release

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