Sump Pump Maintenance Checklist: Pit Float and Backup

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Pump, pit, and service date

SERVICE DATE

PROPERTY ADDRESS

PIT LOCATION

PRIMARY PUMP TYPE

PRIMARY BRAND AND MODEL

YEAR INSTALLED OR MANUFACTURED

BACKUP TYPE

BACKUP BRAND AND MODEL

LAST BACKUP-BATTERY SERVICE

LAST PIT CLEAN

LAST PROFESSIONAL SERVICE

SERVICED BY

Pit, inlet screen, and pump body

Item	Done	Skip	N/A	Notes
Power disconnected before handling the pump	☐	☐	☐	
Pit cleaned of mud, silt, sand, and debris	☐	☐	☐	
Inlet or intake screen cleaned	☐	☐	☐	
Pump upright on a solid base, not on gravel or sand	☐	☐	☐	
Pit cover in place after service	☐	☐	☐	
Pit has room for the float to travel	☐	☐	☐	

Float switch and cycle test

Item	Done	Skip	N/A	Notes
Float moves freely through its travel	☐	☐	☐	
Water-fill test: primary pump starts on its own	☐	☐	☐	
Pump runs, then shuts off at the off level	☐	☐	☐	
No rapid on-off cycling after the stop	☐	☐	☐	
No one reached into the pit by hand during the test	☐	☐	☐	

Discharge pipe and check valve

Item	Done	Skip	N/A	Notes
Check valve installed, flow arrow away from the pump	☐	☐	☐	

Check valve inspected for stuck flap or leaks	☐	☐	☐	
Discharge pipe clear, rigid, and able to drain	☐	☐	☐	
Outlet sends water away so it does not return to the pit	☐	☐	☐	
Vent or anti-airlock hole clear (if the OEM uses one)	☐	☐	☐	
Discharge is not tied into the septic or an indoor drain	☐	☐	☐	

Backup pump, battery, and alarm

Item	Done	Skip	N/A	Notes
Backup pump or backup power reviewed (or N/A)	☐	☐	☐	
Backup battery charged, terminals clean, ready light on	☐	☐	☐	
Wet-cell water checked, or N/A for sealed / AGM	☐	☐	☐	
Backup float moves freely and is not hung up	☐	☐	☐	
Backup water test run (primary unplugged)	☐	☐	☐	
High-water alarm present and tested, or N/A	☐	☐	☐	

Power, cord, and GFCI

Item	Done	Skip	N/A	Notes
Primary pump plugged into a working grounded outlet	☐	☐	☐	
GFCI or breaker status recorded (reset only if safe)	☐	☐	☐	
Cord intact, ground pin present, not used as a handle	☐	☐	☐	
Breaker or disconnect for the pump identified	☐	☐	☐	
Cord secured so it cannot tangle the float	☐	☐	☐	

Service log and sign-off

SERVICE NOTES

PARTS REPLACED

NEXT OWNER PIT AND FLOAT CHECK DUE

NEXT BACKUP TEST DUE

NEXT PROFESSIONAL SERVICE DUE

SERVICE RESULT

SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.