

Maintaining Your System

12 Month Plan

Applies Complete

January

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Perform central yearly physical - Clean PC, backup database, reset for new year |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory irrigation parts room |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop re-stock order based on assessment from last year |
| <input type="checkbox"/> | <input type="checkbox"/> | Calibrate weather station (every 3 years) |
| <input type="checkbox"/> | <input type="checkbox"/> | Update central operating system (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Update central program and digital map based on changes from previous year |
| <input type="checkbox"/> | <input type="checkbox"/> | Check central control system for any communication issues |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign up to attend vendor/distributor training events |

February

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule pump station physical (every 3 years if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule fertigation physical (every 3 years if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule wash water system physical (every 4 years if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule flow meter calibration (every 3 years if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule field controller modem tuning (every 4 years if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Check central control system for any communication issues |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean and organize irrigation parts room |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory irrigation-specific tools |
| <input type="checkbox"/> | <input type="checkbox"/> | Change batteries in locators and test equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | Change oil in trash pumps |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify all ground connections in controllers and at ground rods are tight |
| <input type="checkbox"/> | <input type="checkbox"/> | Make a list of sunken heads to raise and order parts |

March

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect sprinklers for wear and functionality |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean out field controllers (rodents and creatures, big and small) |
| <input type="checkbox"/> | <input type="checkbox"/> | Test earth grounds for field controllers/decoders (minimum every 3 years) |
| <input type="checkbox"/> | <input type="checkbox"/> | Tune modems for field controllers (every 4 years, if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Raise sunken heads |
| <input type="checkbox"/> | <input type="checkbox"/> | Check and repair yardage tops, order replacements if necessary |
| <input type="checkbox"/> | <input type="checkbox"/> | Check air release valves and clean filters |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and edge around shut off valves |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect valve boxes for damage and tripping hazards, repair as needed |
| <input type="checkbox"/> | <input type="checkbox"/> | Check o-rings on sprinkler hose plug-ins |
| <input type="checkbox"/> | <input type="checkbox"/> | Check and repair hoses (loose and on hose carts) |
| <input type="checkbox"/> | <input type="checkbox"/> | Check quick coupler keys for bends, cracks or loose lugs |
| <input type="checkbox"/> | <input type="checkbox"/> | Shut all drain valves left open over winter |
| <input type="checkbox"/> | <input type="checkbox"/> | Exercise all circuit breakers on pump and control systems |
| <input type="checkbox"/> | <input type="checkbox"/> | Start wells |
| <input type="checkbox"/> | <input type="checkbox"/> | Start pump station(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Load water in the irrigation system slowly |
| <input type="checkbox"/> | <input type="checkbox"/> | Check central controller communications |
| <input type="checkbox"/> | <input type="checkbox"/> | Check backflow protection devices and re-certify if needed |
| <input type="checkbox"/> | <input type="checkbox"/> | Record pump and well flow totals and check against central totals |

April

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Install Otterbine aerators early for preventative purposes to combat initial algae growth |
| <input type="checkbox"/> | <input type="checkbox"/> | Drive along all mainlines and check for leaks |
| <input type="checkbox"/> | <input type="checkbox"/> | Audit 1/5th of the irrigation system |
| <input type="checkbox"/> | <input type="checkbox"/> | Check all sprinkler heads for operation, rotation and arc adjustment |
| <input type="checkbox"/> | <input type="checkbox"/> | Install a cattle tag in each field controller to repel insects |

May

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fill fertigation tanks |
| <input type="checkbox"/> | <input type="checkbox"/> | Trim grass around sprinklers and quick coupler valves |
| <input type="checkbox"/> | <input type="checkbox"/> | Check field controller and central control system communications |
| <input type="checkbox"/> | <input type="checkbox"/> | Check site code adjustments and percent adjustments and reset as needed |

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June	<input type="checkbox"/>	<input type="checkbox"/>	Test lightning detection system in season monthly
	<input type="checkbox"/>	<input type="checkbox"/>	Check for leaks - complete drive around mainlines and laterals
	<input type="checkbox"/>	<input type="checkbox"/>	Trim grass around sprinklers and quick coupler valves
July	<input type="checkbox"/>	<input type="checkbox"/>	Midseason pump preventative maintenance visit
	<input type="checkbox"/>	<input type="checkbox"/>	Trim grass around sprinklers and quick coupler valves
August	<input type="checkbox"/>	<input type="checkbox"/>	Pre-aerification system checkup, flag or mark heads as needed
	<input type="checkbox"/>	<input type="checkbox"/>	Trim grass around sprinklers and quick coupler valves
September	<input type="checkbox"/>	<input type="checkbox"/>	Reserve air compressor for system winterization
	<input type="checkbox"/>	<input type="checkbox"/>	End-of-season pump preventive maintenance visit
	<input type="checkbox"/>	<input type="checkbox"/>	Trim grass around sprinklers and quick coupler valves
October	<input type="checkbox"/>	<input type="checkbox"/>	Review as-built drawings and update for changes made through the year
	<input type="checkbox"/>	<input type="checkbox"/>	Post-aerification system check - look for leaks, broken caps, damaged QCVs, etc.
	<input type="checkbox"/>	<input type="checkbox"/>	Review winterization videos and instructions - low pressure and high CFM
	<input type="checkbox"/>	<input type="checkbox"/>	Winterize pump station as per manufacturer specifications
	<input type="checkbox"/>	<input type="checkbox"/>	Winterize fertigation system
	<input type="checkbox"/>	<input type="checkbox"/>	Staff meeting to assess strengths/weaknesses/opportunities/threats
	<input type="checkbox"/>	<input type="checkbox"/>	Note any locations where quick coupler valves should be added and order parts
	<input type="checkbox"/>	<input type="checkbox"/>	Create and prioritize project list for next year's budget
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule planning visit with your Turf Equipment representative
November	<input type="checkbox"/>	<input type="checkbox"/>	Schedule Otterbine aerator(s) removal and storage
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule Otterbine aerator(s) winter maintenance (every 2 to 4 years)
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule central computer tune-up
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule pump station physical
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule fertigation system physical
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule lightning detection and warning system physical
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule lightning detection calibration (every 3 years)
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule regional NSN training
December	<input type="checkbox"/>	<input type="checkbox"/>	Consolidate all irrigation notes and create a report with prioritized action items
	<input type="checkbox"/>	<input type="checkbox"/>	Register for Turf Equipment University
	<input type="checkbox"/>	<input type="checkbox"/>	FCC radio license check and renewal (if needed)
	<input type="checkbox"/>	<input type="checkbox"/>	Check central control system for any communication issues
	<input type="checkbox"/>	<input type="checkbox"/>	Yearly flow totals recorded
	<input type="checkbox"/>	<input type="checkbox"/>	Yearly central reports and graphs printed
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	Test lightning detection system
	<input type="checkbox"/>	<input type="checkbox"/>	Exercise all circuit breakers on pump and control systems
	<input type="checkbox"/>	<input type="checkbox"/>	Exercise all manual valves in system
	<input type="checkbox"/>	<input type="checkbox"/>	Pump and well flow totals recorded
	<input type="checkbox"/>	<input type="checkbox"/>	Restart central irrigation computer and backup database
	<input type="checkbox"/>	<input type="checkbox"/>	Compare actual flow totals to central computer projected flow totals
	<input type="checkbox"/>	<input type="checkbox"/>	Return Board Exchange cores for credit
Every 5 Years	<input type="checkbox"/>	<input type="checkbox"/>	Schedule wet well and intake flume inspection
	<input type="checkbox"/>	<input type="checkbox"/>	Schedule lake screen inspection

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