



**UNIVERSITY OF WEST FLORIDA** **Pensacola, FL 32514-5750**  
**Facilities Management** **Effective August 23, 2005, Revised February 12, 2020**  
**Reviewed July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 6.019**

**Subject: Daily Check of Potable Water @ #2 and #4 Wells**

**Purpose and Scope:** To insure proper water compliance with DEP (Department of Environmental Regulations) rules and regulations.

**Daily check of #2 and #4 wells:**

1. Run well manually and check chemical feed equipment, chlorinator, lime feeder, and chemical pump for proper operation.
2. Add lime daily and change Chlorine cylinder as needed.
3. Test treated water at discharge point from water wells #2 and #4. Maintain PH range (7.2 – 8.2) and Chlorine range (0.4 – 1.0). At remote location (Building 73) ranges should be Chlorine (0.3-0.8) and PH (6.8 – 8.5) which are upper and lower limits defined by DEP. Refer to UWF sampling plan for location.
4. Perform preventative maintenance and daily maintenance of equipment to ensure proper operation to conform to DEP rules and regulations.
5. Check all alarm systems and security system for proper operation.
6. Perform bi-annual preventative maintenance every six months on pumps by changing oil and grease.
7. P.M. chlorinators yearly, test loss of chlorine alarms, and chlorine leak detection monthly.

**Developed by: Utilities, Energy & Sustainability**

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