

PROCEDURES

VALVE MAINTENANCE

3.0 PURPOSE

It is the purpose of this section to provide the minimum requirements for the maintenance of valves.

3.1 SCOPE

- A. Intervals
- B. Maintenance
- C. Records

3.2 MAINTENANCE INTERVALS (192.747)

Key valves or Emergency Isolation valves shall be maintained once during each calendar year at intervals not to exceed 15 months.

3.3 VALVE MAINTENANCE

- A. Valve maintenance shall include the following:
 - 1. Verifying the proper valve identification and location detail.
 - 2. Clear the valve box or vault of any debris, which could interfere with or delay the operation of the valve.
 - 3. Check valve alignment for proper position to permit the use of a key or wrench. This includes checking valve box and support for PE valves to ensure not excessive torsion or stress is placed on the pipe.
 - 4. Maintain plug and other lubrication valves by injecting only manufacturer's approved cleaners and/or sealant utilizing a high pressure grease gun.
- B. All valve maintenance shall include operation of the valve to ensure its operability.
 - 1. A minimum of 1/8th turn is required for each valve that is a 90 degree positive shut off
 - 2. A minimum of 25% of the turns required for positive shut off of those valves requiring greater than 90 degree normal shut off.

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3. Caution should be taken to return each valve to its full open or full closed operating position, whichever may be applicable.
4. Caution shall be exercised as to not damage the valve stops.

3.4 VALVE RECORD

- A. Documentation shall include:
 1. Valve Maintenance Record – appropriately record maintenance performed.
 2. Valve Location Record – record or update findings.