ALDERWOOD
WATER & WASTEWATER
DISTRICT

Hydro-Mechanical Grease Interceptor (HGI or Grease Trap) Operation and Maintenance Log

This form must be posted near the interceptor(s) and must be used to track maintenance of interceptor inside of the building. Proper maintenance can help reduce stoppages in your buildings plumbing and reduce plugs forming in main lines of the wastewater collection system. Completion of this form will show your business's record of required maintenance for the equipment in service. Return this form to the Pretreatment Division at the address above every March, June, September, and December.

Company Name: _____ **Site Address:** _____

Date	Maintenance Performed[1]	Quantity Removed[2]	Maintenance Performed By[3]	Signature of Responsible Party[4]

1 Please mark one of the following: Cleaned (Grease/Oil Removal), Inspected, or Pumped by professional cleaner.
2 List quantity of grease and/or oil removed in approximate gallons.
3 Note name of employee and/or company performing maintenance.
4 Signature can be of employee, or company, performing maintenance. Signature of manager can be used if manager ensures that work was completed.
5 Email completed forms to: all-pretreatment@awwd.com