1. **Clean settling tank**
   - Empty settling tank as much as possible via normal discharge
   - Clean the bottom of the tank with brushes, remove sludge with pump to
     - Lime Treatment or
     - Flexigester
   - Brush the side walls inside and outside of the tank

2. **Pump maintenance**
   - Remove sludge pump from Settling Tank
   - Clean inlet coarse screen
   - Clean sludge on the inside by pumping / circulating clean water
   - Remove effluent pump from the Settling Tank
   - Clean inlet coarse screen
   - Clean sludge on the inside by pumping / circulating clean water

3. **Filter maintenance**
   - Remove Operating Valve
   - Remove objects that are stuck between the spacers of the top distributor (watch tutorial video)
   - Check if spacers are broken, if yes report to WASH officer
   - Inspect the surface of the glass beads, if surface looks dirty, perform backwash with clean water for 5 minutes
   - Assemble Operating valve
   - Try out filtering, backwashing and rinsing