

# ROCKWOOD GAS DEPARTMENT

## VALVE CHECK & SERVICE SKILLS & ABILITIES CHECKLIST

- 1. Remove valve cover
- 2. Identify valve type
- 3. Identify and mark valve position
- 4. Clear valve box of dirt and debris if necessary
- 5. Choose appropriate valve key
- 6. Operate valve ¼-turn
- 7. Turn valve back to initially marked position
- 8. Perform lubrication/valve maintenance per manufacturer specifications if necessary
- 9. Initial, sign and date

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

***Signature by the evaluator documents that the above employee successfully completed all the above steps in the performance of this covered task. The evaluator signature also testifies that he/she is knowledgeable, through either training or experience, of how to successfully complete this covered task. Any steps missed or performed incorrectly will result in the employee be retrained and re-tested.***