

Well Pump Repair-or-Replace Worksheet

Use this standalone worksheet to document a qualified diagnosis and compare a targeted repair with a complete replacement. It is a homeowner planning aid-not an official inspection, engineering design, laboratory report, legal document, or code document.

1. Situation record

Field	Record
Property / well location	_____
Date and time of symptom	_____
Symptom	_____
Water use or weather context	_____
Pump type: jet / submersible / unknown	_____
Current water-quality change?	☐ No ☐ Odor ☐ Taste ☐ Color/cloudiness ☐ Sand/air ☐ Unknown
Immediate professional contact needed?	☐ Electrical ☐ Flooding ☐ Well opening ☐ No water ☐ Water quality

2. Safety boundary

Do not open energized controls, test live wiring, remove a well cap or seal, open the well, pull a pump, enter a pit or confined space, manipulate pressurized equipment, or run a pump against a closed valve. Assign electrical, retrieval, well-opening, pressure, disinfection, and commissioning work to qualified professionals. Check state and local requirements.

Safe homeowner observations are limited to accessible labels, visible conditions, normal-use fixtures, and readings that can be seen without removing covers.

3. Evidence packet

Evidence	Status	Notes or file name
Well log / completion report	☐ Have ☐ Requested ☐ Unknown	_____
Pump installation record	☐ Have ☐ Requested ☐ Unknown	_____
Exact pump and motor model	☐ Documented ☐ Photo only ☐ Unknown	_____
Control box / drive / switch model	☐ Documented ☐ Photo only ☐ Unknown	_____
Pressure tank and gauge details	☐ Documented ☐ Photo only ☐ Unknown	_____
Prior invoices and failure history	☐ Have ☐ Partial ☐ None	_____
Prior flow / yield / water-level tests	☐ Have ☐ Partial ☐ None	_____

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Evidence	Status	Notes or file name
Water-quality tests	☐ Current ☐ Old ☐ None	_____
Warranty documents	☐ Have ☐ Requested ☐ Unknown	_____
Current demand changes	☐ Recorded ☐ None known ☐ Unknown	_____

Water Systems Council recommends reviewing well history and components and distinguishes a short flow test from a more extensive yield test that considers static level, drawdown, and recovery. Pump sizing should consider well yield, working pressure, and normal peak demand. NGWA recommends keeping well, pump, equipment, maintenance, and water-test records. Sources: WSC well evaluation guide, WSC pump-sizing sheet, and NGWA maintenance guidance.

4. Diagnosis record

Prompt	Record
Symptom observed	_____
Component named as failed	_____
Test or observation supporting diagnosis	_____
Test condition: flow, pressure, duration, demand	_____
Alternative causes considered	_____
Professional / company	_____
Next evidence needed	_____
Status: measured / documented / estimated / unknown	_____

5. Compare scopes

Scope line	Targeted repair	Complete replacement
Diagnosed fault and part	_____	_____
Access / retrieval / restoration	_____	_____
Exact pump and motor model	_____	_____
Pump setting and hydraulic evidence	_____	_____
Cable, splice, drop pipe, check valve	_____	_____
Control box, switch, drive, protection	_____	_____
Pressure tank, gauge, filter, valves	_____	_____
Well yield and current peak demand	_____	_____
Water testing / disinfection / flushing	_____	_____
Commissioning readings and documents	_____	_____
Parts and labor warranty	_____	_____
Exclusions and return-visit terms	_____	_____
Total scope price	_____	_____

Franklin's current control-box information shows that control boxes are designed for specified motor configurations and lists ratings by voltage, frequency, and horsepower. Do not approve a "same horsepower" substitution without exact compatibility evidence. Franklin control-box information.

6. Yield and demand check

Input	Value	Status / source
Static water level	_____ ft	_____
Pumping water level	_____ ft	_____
Drawdown	_____ ft	_____
Recovery observation	_____	_____
Documented well yield	_____ GPM	_____
Highest ordinary simultaneous demand	_____ GPM	_____
Special demand: irrigation, livestock, pool, treatment	_____ GPM	_____
Storage available	_____ gal	_____

Do not treat drilled depth as pumping water level. Do not treat a short outlet-flow measurement as proof of sustainable well yield. If yield is uncertain or pressure falls after several minutes, request qualified flow, water-level, drawdown, and recovery evaluation.

7. Decision gate

Check one only after reviewing the evidence:

- ☐ Green - schedule professional work. Fault and scope are documented; compatibility, yield, demand, warranty, and commissioning are addressed.
- ☐ Amber - pause for one missing fact. List it: _____
- ☐ Red - investigate before approval. Reason: _____

Final question for the bidder

What measurement or document would change your recommendation, and who will obtain it?

Answer: _____

8. After-service record

Field	Record
Installed / repaired component and exact model	_____
Date and professional	_____
Stated test condition	_____
Pressure / flow observations supplied by professional	_____
Electrical or control readings supplied by professional	_____
Water test / disinfection record	_____
Warranty and exclusions	_____
Documents saved with property records	_____

EPA recommends prompt private-well testing after repairing or replacing part of the system or after a change in odor, color, or taste, using a certified drinking-water laboratory. See EPA private-well water guidance. Local health and environmental agencies may have additional advice or requirements.