Irrigation Phase 2 Initial Training

Team Member Name: _____

CHK 2005 Irrigation Phase 2 Initial Field Training Checklists

Description

This checklist verifies that a new Irrigation Specialist can safely **and correctly perform fundamental irrigation tasks under direct supervision**. It covers the safe replacement and installation of backflow devices, controllers, rain sensors, and valves.

All items are **verifiable through direct observation** in the field and/or service center. Selected items require **structured observations** and **mandatory comments** to document findings, decisions, or measurements.

Checklist items with a mandatory comment are marked with this symbol: 🛑.

⚠️ **Real-Time Verification Required**
Checklists must be filled out **in real time** as the team member performs each activity. Do **not** wait until the end of training to complete or upload them.

Evaluator Instructions

Observation Guidelines

- Ensure the Team Member has **all required tools, PPE, and parts** before beginning each task.
- Observe for **safe technique, accuracy, and compliance** with product specifications (PVC primer and cement use, water depressurization, flow direction verification, wiring accuracy, and controller programming).
- Require the Team Member to **identify and explain components** (controllers, sensors, valves, fittings) as well as demonstrate their use.
- For tasks involving water or electrical systems, confirm the Team Member follows **all safety protocols** (depressurizing systems, using waterproof connections, safe handling of tools).
- Where steps call for system testing (e.g., leak check, controller programming, valve operation), ensure results are verified and recorded.

Manager Responsibilities

- Provide **direct supervision** or assign a qualified trainer and confirm objectives were met.
- Validate that the Team Member can:
    - Correctly remove and install backflow devices using approved techniques.
    - Replace, install, and program irrigation controllers and rain sensors.
    - Rebuild and replace PGV valves safely and correctly.

    - Perform waterproof electrical splicing and confirm zone function through the controller.
- Offer **structured, specific feedback** on safety, accuracy, and technique.
- Record observations in the **Manager Notes** section, highlighting strengths, improvement needs, and coaching.

How to Complete This Checklist

- Print this list and neatly print the name of the trainee on in the provided space above.
- Check off items *as they are demonstrated and completed*.
- Where indicated, enter **mandatory comments** following the instructions given.
    - Write neatly and legibly!
- Scan the completed checklist, along with any required attachments, to a .pdf format.
- Name the file in the following format: Last Name_EmployeeID_Course Number
    - EX: Massey_000000_CHK2005
- Upload the file to the Massy Initial Training Paperwork Upload Portal on Armyant and submit.

Checklist Items

Section 1: Backflow

Required activities are to be completed under the direct supervision of the Service Manager or designated trainer. You will need to have all the supplies required to complete this checklist. Follow the list below to ensure that all parts and tools are available.

Tools needed:

- PVC cutters
- Flathead screwdriver
- Shop towel

Parts needed:

- New lead-free approved backflow device
- Various fittings: straight slip, slip t, street l, 90* slip, etc.
- PVC solvent weld cement
- PVC primer
- PVC pipe
- Plumber's tape

☐ Demonstrate replacing a backflow device

1. Locate POC and turn off water.
2. Loosen the test cock screws to allow the system to depressurize.

3. Cut out the old backflow device using the PVC cutters.
4. Install threaded couplings to new backflow using 5 wraps of plumber's tape.
5. Identify the correct direction of the flow of the new backflow device before installing onto the PVC pipe.
6. Verify that the backflow is located above the highest irrigation head on the property.
7. Set the fittings for the new backflow device using PVC primer and PVC solvent weld cement.

Date: _____ **Time:** _____

Section 2: Controller & Rain Sensor

Required activities are to be completed under the direct supervision of the Service Manager or designated trainer. You will need to have all the supplies required to complete this checklist. Follow the list below to ensure that all parts and tools are available.

Tools needed:

- Cordless drill
- Flathead screwdriver
- Philips-head screwdriver
- Pen or Pencil
- Wire stripers
- Drill bits
- Ladder

Parts needed:

- New Controller
- Wall anchors
- New rain sensor
- 1/2" Schedule 80 male adapter
- 1/2" Lock key

☐ Demonstrate replacing a controller

1. Unplug old controller.
2. Take a picture of the wiring configuration of the old controller.
3. Uninstall wiring from old controller.
4. Remove old controller from wall.
5. Hang new controller from hanging hook on back of controller.
6. Mark where new wall anchors need to be located.
7. Remove new controller from hanging hook.
8. Install wall anchors at marked locations.

9. Rehang new controller from hanging hook on back of controller.
10. Install screws to wall anchor to secure controller to the wall.
11. Install the 1/2" schedule 80 male adapter and 1/2" lock key.
12. Install the wiring using the picture taken earlier as reference to zone location.
13. Plug in new controller.
14. Program the new controller.
15. Test the controller for functionality.

Date: _____ **Time:** _____

☐ Demonstrate replacing a rain sensor

1. Locate area of new rain sensor install.
2. Using either the standard mount or gutter mount, install sensor.
3. If using the standard mount, use a pencil to mark the location of the drill holes.
4. Drill a pilot hole and then install the rain sensor with two screws.
5. Connect the rain sensor receiver to the controller.
6. Connect the rain sensor wirelessly to the rain sensor receiver.

Date: _____ **Time:** _____

Section 3: Valves

Required activities are to be completed under the direct supervision of the Service Manager or designated trainer. You will need to have all the supplies required to complete this checklist. Follow the list below to ensure that all parts and tools are available.

Tools needed:

- PVC Cutters
- Flathead screwdriver
- Philips-head screwdriver
- Shop towel
- Wire stripers

Parts needed:

- PVC pipe
- PVC primer
- PVC solvent weld cement
- Various fittings: straight slip, slip t, street l, 90* slip, etc.
- PGV valve with solenoid
- Wire nut with waterproof casing

☐ Demonstrate rebuilding a Hunter PGV Valve

1. Access POC and turn off the water.
2. Remove the solenoid from the valve bonnet.
3. Unscrew the valve bonnet screws.
4. Remove the valve bonnet.
5. Remove all internal parts.
6. Install new diaphragm support ring.
7. Install new diaphragm assembly while making sure the vent port is not obstructed.
8. Install new diaphragm spring.
9. Install new bonnet to the valve body with the bonnet screws (ensure screws are tightened in a cross pattern to insure proper bonnet seal to the valve body).
10. Install solenoid.
11. Return to POC and turn water ¼ turn until the water has fully charged the pipe.
12. Once the pipe is fully charged, turn the water all the way on.
13. Inspect the valve for leaks.
14. Test the valve to insure proper functionality

Date: _____ **Time:** _____

☐ Demonstrate replacing a Hunter PGV Valve

1. Access POC and turn off the water.
2. Cut out old valve from existing system.
3. Align valve based on direction of flow.
4. Primer and glue the valve to the mainline pipe.
5. Twist the glue joint 90 degrees.
6. Primer, glue, and install either a coupling or slip fix to the system side pipe.
7. Prime and glue a pipe into the valve on the system side.
8. Primer and glue either the pipe to the coupling or the slip fix.
9. Allow the pipes to set for 20 mins from the first glue joint on the mainline side of the valve.
10. At the POC, turn the water supply on ¼ turn until the water has fully charged the pipe.
11. Turn the water supply fully on.
12. Test the valve with either the bleed screw or solenoid to insure functionality.
13. Complete the wire splice at the solenoid.
14. Test the valve functionality at the controller.

Date: _____ **Time:** _____

Manager Notes

Use this section to record specific examples of performance observed. Include positive behaviors, areas where additional training may be required, and any coaching or feedback provided during the observation.

Strengths observed

_____

_____

_____

_____

_____

Areas for Improvement

_____

_____

_____

_____

_____

Coaching & Next Steps

_____

_____

_____

_____

_____

Acknowledgement

By signing below, both the manager and the team member confirm that the manager directly observed the completion of the above tasks and that this checklist was completed accurately and honestly.

_____ Date: _____

Manager Signature

_____ Date: _____

Team Member Signature