

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CENTRIFUGAL PUMP, CHILLED AND HOT WATER

ACTIVITY AND BLDG #: PA 051-194 MECHANIC SIGNATURE: Dennis Stingo DATE: 12/15/18

LOCATION: Room 29A START TIME: 1 FINISH TIME: 3

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Read and understand manufacturer's instructions of each device before making adjustments to the device or to the system PRIOR to making any changes.	✓		
3	Schedule service outages for the areas controlled by the field panel.	✓		
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
5	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Visually inspect the energized pump and motor. Look for fluid leaks originating from the area of the mechanical seal. Replace seal even if leaking only slightly. If seal is leaking, perform the following (refer to a vendor if needed). a. Disconnect and remove pump/motor coupling from pump shaft. b. Clean external pump housing and shaft. c. Remove flange on pump housing to remove pump mechanical seal assembly while noting how the seal is assembled on the shaft and in the pump housing. d. After old seal has been removed, clean surfaces of shaft cleave	✓		