

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GREASE TRAP**

SITE AND BLDG #: Riverdale MD020  
LOCATION/RM #: Exterior of Kitchen WO# 10306 ASSET # 1651

MECHANIC  
SIGNATURE: Tom J. S.

DATE: 9/14/19

START TIME: 9:45

FINISH TIME: 10:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>		<u>Bldg. Vacated / Kitchen not in use</u>
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>		
3	Insure proper grease disposal.	<input checked="" type="checkbox"/>		
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	<input checked="" type="checkbox"/>		<u>Kitchen not in Use. Bldg. Vacant</u>
2	Remove lid. If the trap is equipped with removable baffles, remove them.		<input checked="" type="checkbox"/>	
3	Make sure the flow restrictor on the inflow pipe is present.		<input checked="" type="checkbox"/>	
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.		<input checked="" type="checkbox"/>	
5	Replace lid and baffles.		<input checked="" type="checkbox"/>	
6	Return (or fill) water to grease trap		<input checked="" type="checkbox"/>	
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.		<input checked="" type="checkbox"/>	

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Technician

Additional Notes:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: Riverdale MDO20  
 LOCATION/RM #: Boiler Room WO# 10306 ASSET # see notes

MECHANIC  
 SIGNATURE: John Lewis

DATE: 9/11/19

START TIME: 10:10

FINISH TIME: 11:00

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	
3	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.	✓	
1	lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	✓	done
2	Inspect couplings and check for any pump seal leaks.	✓	all good / no leaks visible
3	Check motor mounts and vibration pads	✓	in line pumps
4	Tighten all pump flanges.	✓	done
5	Visually check pump alignment and coupling	✓	all good
6	Inspect electrical connections	✓	

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To be perfomed by: General Maintenance Worker

Additional Notes:

Asset # 1555 ✓ SHOULD BE 1655 - 1658  
1556 ✓

Asset 1557 ✓  
1558 ✓

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

**UNIT HEATER, ELECTRIC**

**SITE AND BLDG #:** Riverdale MPOD

**MECHANIC SIGNATURE:**   
**DATE:** 9/11/19

**LOCATION/RM #:** Rm 104 **WO#:** 10306 **ASSET #:** 2022

**START TIME:** 10:10

**FINISH TIME:** 10:20

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.	<input checked="" type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	<input checked="" type="checkbox"/>	<i>alleged done</i>
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>	<i>done</i>
5	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	<input checked="" type="checkbox"/>	<i>alleged</i>
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>	<i>done</i>
7	Inspect unit for proper operation.	<input checked="" type="checkbox"/>	<i>done</i>
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<i>done</i>

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To be performed by: HVAC Technician

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**RADIANT BASEBOARDS/CONVECTORS (STEAM, HOT WATER, OR ELECTRIC)**

**SITE AND BLDG #:** Riverdale M2020  
**LOCATION/RM #:** Thermostats wO# 10306 ASSET # see notes

MECHANIC SIGNATURE: John D. Lewis DATE: 9/11/19  
**START TIME:** 10:45 **FINISH TIME:** 12:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
1	Check radiator valve for free turning and seating. Check packing.	✓		<u>good</u>
2	Remove covers or wall panels. Note: Extreme care must be taken when removing marble or granite wall panels. These panels are extremely heavy and very fragile.	✓		<u>done</u>
3	Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.	✓		<u>all good</u>
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	✓		<u>done/good</u>
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	✓		<u>done</u>
6	For hot water radiators, check air bleed valve.	✓		<u>done</u>
7	Wire brush and treat with rust inhibitor all rusted areas.	✓		<u>done</u>
8	Check coils, piping, and fin material for damage, leaks or looseness.	✓		<u>done/no leaks visible</u>
9	Straighten finned material as necessary.	✓		<u>done</u>
10	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	✓		<u>done</u>

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To be performed by: General Maintenance Worker

Additional Notes:

*Asset# 2074 ✓*

*Asset# 2075 ✓*