

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**SUMP PUMP**

**SITE AND BLDG #:** NY023-319

**MECHANIC** *Tin G*  
**SIGNATURE:**

**DATE:** *12/18/18*

**LOCATION/RM #:** *basement*

**START TIME:** *1000 AM*

**FINISH TIME:** *1030 AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-319	1452	9548	PM-QT-9548	<i>unable to</i>	<i>ID</i>		J-31 1-pc Sump Pump, Electric Rm A005	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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	Schedule outage with operating personnel.			
3	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
4	If the material removed from the pump is hazardous, contact the Regional S&EM office for disposal instructions.			
5	If strainer cleaning requires removal of pump unit which should be considered a repair and not general maintenance.			
6	Excessive sediment and debris, not removed by flushing the pit should be handled on a project basis, and not considered under this standard.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove cover plates and flush pit.			
2	Inspect check valve.			

3	Inspect interior of pit for cracks.				
4	Inspect cover plate gaskets and replace if necessary.				
5	Ensure the unit is operating properly, report any deficiencies				
6	Clean up work area and remove all debris.				

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 Worker **Additional Notes:**



Sump pump