

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## WATER SOFTENER

ACTIVITY AND BLDG #: NY058-104

MECHANIC  
SIGNATURE:

DATE:

LOCATION:

START TIME:

FINISH TIME:

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.		N/A	Not applicable, unit is no longer in the inventory
2	Review manufacturer's instructions.		N/A	Not applicable, unit is no longer in the inventory
3	Schedule shutdown with operating personnel.		N/A	Not applicable, unit is no longer in the inventory
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.		N/A	Not applicable, unit is no longer in the inventory
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	<b>Drain the tank.</b> a. Examine the exterior of the tank including fittings, gauges, manholes, and handholes for signs of leaks or corrosion. Repair as necessary. b. Inspect structural supports and insulation or coverings for defects or deterioration. c. Open the tank and remove rust or chemical deposits from interior tank surfaces. d. Remove and clean all spray nozzles. e. Inspect the interior of the tank for pitting, cracks, and other defects.		N/A	Not applicable, unit is no longer in the inventory
2	<b>Lime Water Softener</b> f. Dismantle vacuum breakers. Inspect stem, valve seat and spring. Repair as required. g. Inspect, clean, and flush the nozzle ring. h. Remove vent condenser heads and clean the tubes. i. Inspect and clean the sight glass, level indicators, and level controllers.		N/A	Not applicable, unit is no longer in the inventory
3	<b>Zeolite Water Softener</b> j. Check the filter bed for proper level k. Take samples of the resin according to manufacturer's instructions and send to a lab for analyses.		N/A	Not applicable, unit is no longer in the inventory

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		YES	NO	
4	<b>Anthracite Water Softener.</b> 1. Check the filter bed for proper level		N/A	Not applicable, unit is no longer in the inventory

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

**Additional Notes:**