

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

**SITE AND BLDG #:** NY010 BLDG1  
**LOCATION/RM #:** boiler room  
**WO#** 18636 **ASSET #** 7276

**MECHANIC SIGNATURE:**   
**DATE:** 5/12/25  
**START TIME:** 10:15am **FINISH TIME:** 10:45am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	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"/>		
2	Excessive sediment and debris, not removed by flushing the pit should be handled on a project basis, and not considered under this standard.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SER</b>				
1	Remove cover plates and flush pit.	<input checked="" type="checkbox"/>		
2	Inspect check valve.	<input checked="" type="checkbox"/>		
3	Inspect interior of pit for cracks.	<input checked="" type="checkbox"/>		
4	Inspect cover plate is in place	<input checked="" type="checkbox"/>		
5	Insuure the unit is operating properly, report any deficiencies	<input checked="" type="checkbox"/>		
6	Clean up work area and remove all debris.	<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 discription of the deficiency.

To be perforemed by: General Maintenance Worker

**Additional Notes:**