

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Plumbing Fixtures

**SITE AND BLDG#:** NY023-123 **MECHANIC**  
**SIGNATURE:** SIGNATURE ON FILE (DROWE) **DATE:** 7/3/23

| Site Location | WO#     | Asset# | PM#        | Manufacturer | Model Number | Serial# | Asset Description | Asset Location |
|---------------|---------|--------|------------|--------------|--------------|---------|-------------------|----------------|
| NY023-123     | 2-22942 |        | PM-AN-9368 |              |              |         |                   |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                               | NOTES/ACTIONS<br>(if Task Complete is Checked 'NO', Then Provide Explanation) |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                      |                                                                               |
| 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         |                                                                               |
| 2                                          | Review manufacturer's instructions.                                                                                                                                                  |                                                                               |
| 3                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                          |                                                                               |
| 4                                          | SINKS - Operate faucets, inspect for leaks, replace washers/"O" rings as necessary. Observe drain flow, clean trap if obstructed. Replace filter as needed.                          |                                                                               |
| 5                                          | SHOWER HEADS, MIXING VALVES - Check shower for damaged, missing, or leaking heads; replace as required. Check mixing valves for damaged or missing parts; replace washers as needed. |                                                                               |
| 6                                          | SHOWER STALLS - Check for leaks, cracks, significant wear or vandalism.                                                                                                              |                                                                               |
| 7                                          | TOILETS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps, seat supports, and replace.                                                     |                                                                               |
| 8                                          | URINALS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps and replace.                                                                     |                                                                               |
| 9                                          | OTHER MISCELLANEOUS FIXTURES - Clean and inspect for any damage. Check for leaks, missing or damaged parts, caps, etc. Replace as needed                                             |                                                                               |

**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:**