

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST
CENTRIFUGAL PUMP, CHILLED AND HOT WATER

SITE AND BLDG#: NY023-123 **MECHANIC SIGNATURE:** *SIGNATURE ON FILE (DROWE)* **DATE:** 7/31/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-123	2-23737-2		PMS190917155					
CHECK POINT	CHECKPOINT DESCRIPTION				NOTES/ACTIONS (If Task Complete is Checked 'NO', Then Provide Explanation)			
TO BE PERFORMED AT EACH INSPECTION SERVICE								
1	Visually inspect the energized pump and motor. Look for fluid leaks originating from the area of the mechanical seal. Replace seal even if leaking only slightly.							
2	If seal is leaking, perform the following (refer to a vendor if needed)							
3	Disconnect and remove pump/motor coupling from pump shaft							
4	Clean external pump housing and shaft							
5	Remove flange on pump housing to remove pump mechanical seal assembly while noting how the seal is assembled on the shaft and in the pump housing							
6	After old seal has been removed, clean surfaces of shaft sleeve							
7	If this sleeve is galled or damaged, a new seal will not hold for long. It is best to replace the shaft sleeve at this time.							
8	If the shaft sleeve is not damaged, follow seal manufacturer's instructions and install new mechanical seal							
9	Install new pump housing "O" ring or gasket, reinstall pump housing							
10	Slowly open discharge and suction valve, then rotate pump shaft to assist in setting mechanical seal							
11	Look for fluid leaks from other areas of the pump, flanges and gaskets, pressure gauges and fittings, bypass tubes or piping, and air release valves							
12	Look for bearing oil or grease leaks							
13	Observe coupling for excessive noise or obvious misalignment							
14	Observe fluid temperatures, pressures, and bearing temperatures if thermometers and pressure gauges are available							
15	De-energize pump and motor							
16	Observe pump and motor during shutdown. Vibration and bearing problems become more noticeable during a coasting slowdown of the pump and motor.							
17	Close suction and any bypass valves. Bleed off pressure but do not drain pump.							

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18	Observe pressure gauges for signs that the discharge check valve is not closing tightly							
19	Close discharge valve Bleed off pressure but do not drain pump Observe pressure gauges for signs that the discharge and suction valves are not closing tightly							
20	Lubricate pump and motor bearings DO NOT OVER LUBRICATE							
21	Use a torque wrench to check the tightness of all bolts, especially the bolts of cast iron pumps							
22	Closely inspect the pump-motor coupling							
23	Check motor and pump alignment							
24	Inspect and clean suction strainers and blowdown valves							
25	Clean pump and casing surfaces							

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: