

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

SITE AND BLDG #: NY023-206

MECHANIC  
 SIGNATURE:

DATE: 6/3/19

LOCATION/RM #:

START TIME: 6 am

FINISH TIME: 1 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-206	3899	9522					J-31 1-pc Sump Pump, Electric Rm B08	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO			
SPECIAL INSTRUCTIONS						
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.					
TO BE PERFORMED AT EACH INSPECTION SERVICE						
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	Insure 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:**

