

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

**SITE AND BLDG #:** NY023-206

**MECHANIC SIGNATURE:** Deen Rowe

**DATE:** 9/10/21

**LOCATION/RM #:** Boiler Room

**START TIME:** 3pm

**FINISH TIME:** 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-206	14659	9522	PM-QT-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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule outage with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	If the material removed from the pump is hazardous, contact the Regional S&EM office for disposal instructions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	If strainer cleaning requires removal of pump unit which should be considered a repair and not general maintenance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	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"/>	<input checked="" type="checkbox"/>	
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:**

