

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

SITE AND BLDG #: NY023-319

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: *6/14/22*

LOCATION/RM #: *Basement*

START TIME: *8 Am*

FINISH TIME: *8pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-319	17402	9548	PM-QT-9548				J-31 1-pc Sump Pump, Electric Rm A005	

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:**

- Not Being Used Needs to Be Removed From PM checklist.