

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

**SITE AND BLDG #:** NY023-319

**MECHANIC** DEEN ROWE

**DATE:** 3/18/21

**LOCATION/RM #:** Basement / Boiler Room











**SIGNATURE:**

**DATE:**

**START TIME:** 2pm

**FINISH TIME:** 2pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-319	12061	9548	PM-QT-9548	(null)			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:**

\* Sump Pump (asset # 9548) is not being used in this Building.

