

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

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

**MECHANIC SIGNATURE:** *Dien Rowe*

**DATE:** 3/17/20

**LOCATION/RM #:** *Basement*

**START TIME:** 8am

**FINISH TIME:** 8am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-319	7489	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.	—	—	



\* Sump Pump not being used asset # 9548 needs to be removed from PM checklist.