

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CIRCULATING AND BOOSTER PUMPS**

**SITE AND BLDG #:** NY058-02

**MECHANIC  
SIGNATURE:** *Deen Lowe*

**DATE:** 12/20/22

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

**START TIME:** 11Am

**FINISH TIME:** 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-02	19798	190917-312	PFQ190 917312	Boulder Reliance		w1012172872	1-pc Raidant Floor HeatPump	
NY058-02	19810	10150	PM-FQT-10150	Onntec	EPL21LU3		J-06 1-pc Fuel Oil Booster Pump for Furnace	

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 type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				

1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication at least annually.	<input checked="" type="checkbox"/>		
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>		
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>		
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>		
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>		
6	Inspect electrical connections	<input checked="" type="checkbox"/>		

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:**