

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

**SITE AND BLDG #:** NY058-104

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

**MECHANIC**  
**SIGNATURE:** *Deen Rane*

**DATE:** *11/17/20*

**START TIME:** *8am*

**FINISH TIME:** *830am*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	10453	10254	PM-QT-10254	Taco		f0912021699	J-12 2-pc Chill Water Pump	
NY058-104	10456	10257	PM-QT-10257	Baldor Reliance			J-12 5-pc Hot Water Pump	

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓			
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.	✓			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication at least annually.	✓			

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:**

-~~(CM)~~ - Asset #10257 in boiler # 2 is not working , plus boiler # 4 hot water pump is making a clinging noise.  
 Also Boiler #3 ignitor is bad.

