

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**TANKS, WATER STORAGE**

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

**MECHANIC SIGNATURE:** *Deer Lane*

**DATE:** 2/13/20

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

**START TIME:** 3:30 pm

**FINISH TIME:** 4:00 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	7053	10259	PM-QT-10259				J-12 1-pc Pressure Tank	
NY058-104	7054	10260	PM-QT-10260		GF-1A1A1B	qa-578	J-12 1-pc Glycol feed tank	

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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Examine exterior of tank including fittings, manholes, and handholes for leaks, signs of corrosion, and correct as indicated.	✓		
2	Inspect structural supports and repair or replace damaged insulation or covering. If insulation contains asbestos and is damaged or eroded, it is considered a hazardous waste.	✓		
3	Clean, test and inspect sight glasses, valves, fittings, drains, and controls.	✓		
4	Clean up work site.	✓		

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:**

\* Building has 2 glycol feed tanks both need to be chemically changed at ASAP (change the glycol) (CM)

