

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### GLYCOL HEATING SUPPLY PUMPS

SITE AND BLDG #: NY058-104

LOCATION/RM #: Boiler Room and Mechanical Room

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: 8/14/20

START TIME: 1pm

FINISH TIME: 2pm

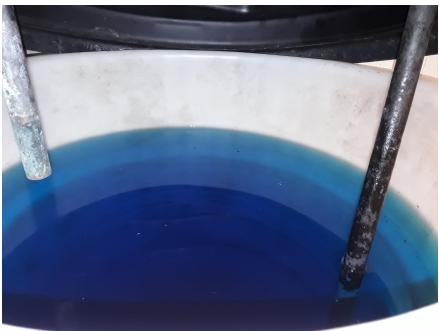
Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	9420	10255	PM-QT-10255	Taco	FL1509E2EAJ1L OV	EC618759	J-12 1-pc Glycol Heating Supply Pump	
NY058-104	9421	10256	PM-QT-10256	Taco	FL1509E2EAJ1L OV	EO618759	J-12 1-pc Glycol Heating Supply Pump	

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.	✓		

3	Check motor mounts and vibration pads	✓	✓		
4	Tighten all pump flanges.	✓			
5	Visually check pump alignment and coupling	✓			
6	Inspect electrical connections	✓			

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:**

Boiler Room



Mechanical Room



Glycol Tank in Mechanical Room needs to  
replaced ASAP.