

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## PLUMBING FIXTURES

SITE AND BLDG #: NY001 - 01 Main Building  
 LOCATION/RM #: Mens Bath  
 Basement WO# 8905 ASSET # 9035

MECHANIC  
 SIGNATURE: *Christopher N Pothier* DATE: 7 - 7 - 20  
 START TIME: FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                               | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.        | X             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                      |               |    |                                                                         |
| 1                                          | SINKS - Operate faucets, inspect for leaks, replace washers/"O" rings as necessary. Observe drain flow, clean trap if obstructed. Replace filter as needed.                          |               |    |                                                                         |
| 2                                          | SHOWER HEADS, MIXING VALVES - Check shower for damaged, missing, or leaking heads; replace as required. Check mixing valves for damaged or missing parts; replace washers as needed. |               |    |                                                                         |
| 3                                          | SHOWER STALLS - Check for leaks, cracks, significant wear or vandalism.                                                                                                              |               |    |                                                                         |
| 4                                          | TOILETS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps, seat supports, and replace.                                                     | X             |    | See Notes                                                               |
| 5                                          | URINALS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps and replace.                                                                     |               |    |                                                                         |
| 6                                          | OTHER MISCELLANEOUS FIXTURES - Clean and innspect for any damage. Check for leaks, missing or damaged parts, caps, etc. Replace as needed.                                           |               |    |                                                                         |

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:**

Toilet # 2 won't flush, water flowing sound through the valve. Shut off valve to stop water.