

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

**SITE AND BLDG #: WV006-01**

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	6523	4967	PM-QT-4860		1.25B 1050-001	360176 4.99 IN	J-1502000-12 1-pc Hot Water Pump #1 cap 13 GPM @23ft TDH	
WV006-01	6523	4968	PM-QT-4860		1.25B- 1050-001	360176 4.99IN	J-1502000-12 1-pc Hot Water Pump #2 cap 13 GPM @23ft TDH	
WV006-01	6523	4969	PM-QT-4860		2D 1060- 001	360176 5.7IN	J-1502000-12 1-pc Hot Water Pump #3 cap 62 GPM @28ft TDH	
WV006-01	6523	4970	PM-QT-4860		2D 1060- 001	360176 5.7IN	J-1502000-12 1-pc Hot Water Pump #4 cap 62GPM @28ft TDH	

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 always. 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:**