

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GLYCOL TANK**

SITE AND BLDG #: WV020-01

MECHANIC  
SIGNATURE:

DATE: Mar 13, 2023

LOCATION/RM #:	WO# <a href="#">see notes</a>	ASSET # <a href="#">See notes</a>	START TIME:
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FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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 INSPECT				
1	Examine exterior of tank, including fittings, gauges, structural supports, manholes, and handholes for leaks, signs of corrosion, or other defects.	●		
2	Clean, test and inspect sight glasses, valves, fittings, drains, and controls.	●		
3	Check condition of agitators and/or float assemblies.	●		
4	If applicable, clean strainer(s).	●		
5	Clean up work site.- Report any issues	●		

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: This covers W/O's 12226 & 12213 along with asset's 4988,4866,4867