

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### GLYCOL TANK

 SITE AND BLDG #: WV020-01

 MECHANIC SIGNATURE:  DATE: Dec 14, 2023

 LOCATION/RM #: \_\_\_\_\_ WO# 14415 ASSET # 4866 4867 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                                          | 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, 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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**