

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

SITE AND BLDG #: **WV022-02**

MECHANIC

SIGNATURE: James R Groft

DATE: **12/26/2025**

LOCATION/RM #:

**WO# 20696****ASSET #9241**

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		X	Unit is offline and appears to have stagnant fluid in it
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Examine exterior of tank, including fittings, gauges, structural supports, manholes, and handholes for leaks, signs of corrosion, or other defects.		X	
2	Clean, test and inspect sight glasses, valves, fittings, drains, and controls.		X	
3	Check condition of agitators and/or float assemblies.		X	
4	If applicable, clean strainer(s).		X	
5	Clean up work site.- Report any issues	X		

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:**