

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

SITE AND BLDG #: **WV046-01**

**MECHANIC**  
**SIGNATURE:** James R Groft Jr

**DATE:** **12/29/2025****LOCATION/RM #:****WO# 20704****ASSET # 9326****START TIME:****FINISH TIME:**

| <b>CHECK POINT</b>                                | <b>CHECKPOINT DESCRIPTION</b>   | <b>TASK COMPLETE</b> |           | <b>NOTES/ ACTIONS</b><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)      |
|---|---|----------------------|-----------|---|
|   |   | <b>YES</b>           | <b>NO</b> |   |
| <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                    |           | Pump did not function during boiler inspection<br>11/25                             |
| <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:**