

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## PLUMBING FIXTURES

**SITE AND BLDG #:** NY001 - 01      **Main Building**

**MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 7 - 2 - 19

**LOCATION/RM #:** Office      **WO#** 4310      **ASSET #** 9053

**START TIME:**      **FINISH TIME:**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                               | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(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.        | X             |    | See Notes                                                                   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                      |               |    |                                                                             |
| 1                                          | SINKS - Operate faucets, inspect for leaks, replace washers/"O" rings as necessary. Observe drain flow, clean trap if obstructed. Replace filter as needed.                          |               |    | See Notes                                                                   |
| 2                                          | SHOWER HEADS, MIXING VALVES - Check shower for damaged, missing, or leaking heads; replace as required. Check mixing valves for damaged or missing parts; replace washers as needed. |               |    |                                                                             |
| 3                                          | SHOWER STALLS - Check for leaks, cracks, significant wear or vandalism.                                                                                                              |               |    | See Notes                                                                   |
| 4                                          | TOILETS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps, seat supports, and replace.                                                     |               |    |                                                                             |
| 5                                          | URINALS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps and replace.                                                                     |               |    |                                                                             |
| 6                                          | OTHER MISCELLANEOUS FIXTURES - Clean and innspect for any damage. Check for leaks, missing or damaged parts, caps, etc. Replace as needed.                                           |               |    | See Notes                                                                   |

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:**

Water has been turned off to this half of the building.