

## September checklist 2023

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
GLYCOL TANK

SITE AND BLDG #: ny024

190917-211

MECHANIC SIGNATURE: Ramon V

DATE: 8-23-2023

LOCATION/RM #: WO# 24266 ASSET #

START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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 to.	✓		
2	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.	✓		

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:**