

By Amanda Parolise



CARBON FOOTPRINT

- Carbon Neutral
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Hot Water Pump Order: XYZSHWP

Equipment Type: Hot water pump
Manufacturer: X-Y-Z
Model No.: XYZSHWP
Serial No.: 0111123
Building: Industrial plant
Floor: Basement
Room name: Mechanical room
Year installed: 1977

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Equipment Information			Description	Item quantity	Actual quantity	
Hot water pumps			XYZSHWP	1	1	
Special Instructions			Yes	No	N/A	
1	Turn electrical power off.		✓			
2	Make sure you have special tools.		✓			
3	Have correct lubricants.		✓			
4	Have correct belts.		✓			
5	Lock-out tag out procedures and follow safety procedures.		✓			
6	Attach manufacturer's maintenance checklist.		✓			
Task #		Monthly	Semi-Annually	Start Up	Shutdown	Annually
1	WARNING: To prevent personal injury, follow Lock-out/Tag-out procedures and follow safety procedures identified in the manufactures manual. Disconnect all electrical power to the unit prior to performing any of the following maintenance procedures. Read, understand, and follow all the instruction warnings in ALL of the component instruction manuals.	✓	✓	✓	✓	
2	Inspect and record stats for customer's records. <ul style="list-style-type: none"> • Unit starts • Unit run hours • Logged faults 		✓			
3	Check with operating personnel for deficiencies.		✓			
4	Check for proper operation of pump.		✓			
5	Inspect exterior piping and valves for leaks; tighten connections as required.		✓			
6	Inspect wiring/components for loose connections; tighten as required.		✓			
7	Check pressure gauges (Correct range? Broken?)		✓			
8	Start/stop motor from local switch.		✓			
9	Check pump and motor operation for excessive vibration, noise, and overheating.		✓			
10	Check alignment of pump and motor, adjust as necessary.		✓			
11	Inspect pump for shaft alignment, adjust as required.		✓			
12	Lubricate shaft and motor bearings.		✓			
13	Clean exterior of pump and surrounding area.		✓			
14	Run systems diagnostic.		✓			
15	Fill out maintenance checklist and report deficiencies.		✓			
16						
Technician's Comments						
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3						