

Sys Pumps

Maintenance Task Description		Frequency	Skill Level **	Time Hours ***	Special Tools Req'd	Parts	Specific Safety Instructions
Check pump seal and replace if leaking		M	A	0.25	None	Pump shaft seal if req'd	1,2,3,4,5,6,8,9,10
Check and blow down pump line strainers		Q	A	0.25	None	None	1,2,3,4,5,6,8,9,10
Check system air separator and expansion tank on chilled and hot water systems and fill		Q	A	0.25	None	None	10
Check chilled and hot water system back flow preventers and test		A	A	0.25	Back flow test kit	None	---
Check pump electrical power and control wiring connections and tighten if required		A	A	0.25	None	None	1,2,3,6
Lubricate pump motor and pump bearings		A	A	0.25	None	None	6,7
Check pump vibration and align pump and motor if required		A	A	0.25	None	None	3,4,6,7,9
Check pump flexible shaft coupling for wear. Replace if required.		A	A	0.25	None	Flex shaft coupling if req	6,8

** Skill Level Legend	
O	Unskilled Laborer
A	Apprentice Mechanic
J	Journeyman Mechanic
M	Master Mechanic
FT	Factory Trained Tech.

*** The time indicated is for the required to service one unit

* Frequency Legend	
D	Daily
W	Weekly
M	Monthly
Q	Quarterly
SA	Semi-Annually
A	Annually

Note: See Page 2-1-2b5 for safety instructions for this unit.

Safety instructions to observe when working with this equipment are as follows:

- 1 Warning:** When working on pump motor, provide a lockout device, a lock out tag and a tagout device on the electrical breaker or on the motor disconnect switch. See sheet PART I - Page 5-9 & 5-10 for panel, breaker and/or disconnect switch. The devices shall be in full compliance with Appendix 11-13.
- 2 Warning:** Disconnect control power circuit when working on electrical components.
- 3 Warning:** Insure that the pump motor is properly electrically grounded before performing any serviced on that pump.
- 4 Warning:** Use only grounded or insulated (UL approved) electrical equipment.
- 5 Warning:** When cleaning the pump motor, never use cleaning fluids with flashpoints below 100 degrees F.
- 6 Caution:** When performing any type of work around rotating machinery, keep extremities, long hair and loose clothing away from all rotating equipment.
- 7 Caution:** Do not lubricate or adjust machinery in operation. If such services must be performed on operating machinery, station a second person at the stop-start switch.
- 8 Caution:** Replace pump coupling guard when maintenance work is completed.
- 9 Caution:** When replacing pump motors or pump casings, be aware of correct lifting techniques and use material hoists and power equipment where needed.
- 10 Caution:** Water in the hot water pump is hot. Close pump service valves, drain water from pump, and drain and relieve any pump pressure before disconnecting pump piping. Before returning this pump to service duty, insure that the pump service valves have been opened.