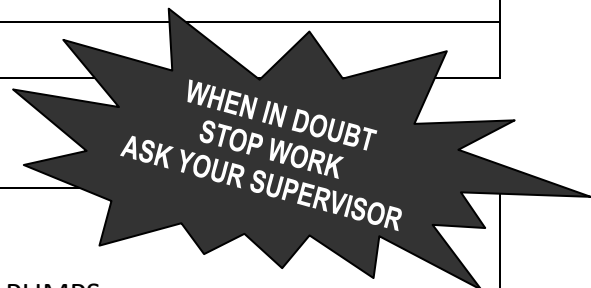


MAINTENANCE OF CIRCULATING PUMPS

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 CHECK WITH YOUR SUPERVISOR TO ENSURE YOU HAVE THE MOST RECENT VERSION.

PURPOSE	WATER TEST AND LUBRICATE CIRCULATING PUMPS
WHO	All Maintenance employs of Sustain Winona Member Organizations
WHERE	All Buildings of Sustain Winona Members



PLAN	
	<ul style="list-style-type: none"> • INSPECT AND LUBRICATE CIRCULATING PUMPS • LOCK-OUT PROCEDURE
DO	
	<ul style="list-style-type: none"> • Items needed: 20w nondetergent oil, flashlight, & screwdrivers (Phillips & Regular). • Make sure shaft turns freely and wick is down in oil, add oil if necessary. • **Need to clean motors.**
CHECK	
	<ul style="list-style-type: none"> • Listen for bearing noises • Oil reservoir is filled to proper level • wick is down in oil • No leaks around pumps

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RESPOND



LOCK-OUT PROCEDURE

1. Disconnect electrical circuit breaker for applicable pump (on east wall) and lock-out/tag-out.
2. Using a voltmeter verify absence of power if energized recheck step
3. Attempt to restart pump to verify if locked out.
4. Shut off supply valve, return valve, compression valve isolation valve and fill valve: using donut lock-out devices lock-out/tag-out each valve.
5. Drain residual water from spigot faucet.
6. Wearing face shield and hot gloves remove pump drain plugs and drain remainder of 120 to 210 degree water.
7. Disconnect impeller housing and mounting bolts (and if necessary the power wires)
8. Make repair, reconnect, refill, and prime, and re-energize.

REPORT



- Report spills or leaks of hazardous materials to your supervisor
- Report any hazardous waste of unknown origin
- Report any act of illicit waste dumping

REVIEW THESE RELATED PROCEDURES: