Pump maintenance checklist

01 The visit

Pump (name and tag)

Date

Location

Checked by (printed name)

02 Every shift: look and listen at the running pump

9 checks

CHECK	OK	FAIL	NOTE
Sound	☐	☐	
Suction and discharge gauges	☐	☐	
Mechanical seal	☐	☐	
Packing	☐	☐	
Casing, flanges, piping	☐	☐	
Bearing frame oil, at the sight glass	☐	☐	
Bearing housings	☐	☐	
Base, bolts and pipe	☐	☐	
Coupling guard	☐	☐	

03 Weekly: seal or packing, bearings and three readings

6 checks

CHECK	OK	FAIL	NOTE
Packing drip, counted	☐	☐	
Mechanical seal	☐	☐	
Seal flush line, where fitted	☐	☐	
Suction and discharge pressure, written down	☐	☐	
Motor current, written down	☐	☐	
Bearing temperature, written down	☐	☐	

04 Monthly: the coupling and the standby

3 checks

CHECK	OK	FAIL	NOTE
Coupling insert, hub and guard, locked out	☐	☐	
Suction strainer	☐	☐	
Standby pump, run on duty	☐	☐	

05 Every 3 months: grease or oil, alignment and bolts

5 checks

CHECK	OK	FAIL	NOTE
Regrease the pump bearings	☐	☐	
Change the bearing frame oil	☐	☐	
Shaft alignment at the coupling	☐	☐	
Foundation and hold-down bolts	☐	☐	
Packing on a pump left idle	☐	☐	

06 Yearly: test the pump against its curve

5 checks

CHECK	OK	FAIL	NOTE
Flow, pressure and power, against the curve	☐	☐	
Wear rings and impeller, at a teardown	☐	☐	
Check valve and isolation valves	☐	☐	
Spares for a pump with no standby	☐	☐	
Lockout procedure, inspected by someone who does not use it	☐	☐	

07 Defects and sign-off

Defects found, or no defects

Work orders written

Signature