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| Mechanical Maintenance | | | | | Task: | Plumbing System | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Have the boiler or hot-water heater been inspected by a licensed inspector, if legally required, and found to be safe? (DC-96)** * Inspect for leaks. * Operate all service valves to ensure they open and close properly.   Faucets and Sinks   * Test the faucet to see if it works properly and that there are no leaks. * Remove the filter from the tap outlet and clean out any debris. * Replace filter and tap outlet. Tighten properly. * Check that the faucet assembly is tight in the sink. * Check that the adjustment of the plug assembly is tight, properly adjusted and holds water. * Check condition of the water connections to the faucet. * Replace batteries in automatic faucets (if applicable). * Exercise angle stop valves.   Soap Dispenser   * Check that there are no leaks. * Check that seals or "O-rings" are in good condition. * Check that locking mechanism is in good condition.   P-Traps   * Place a small bucket under the P-trap. * Remove the “U” or lower portion of the trap and remove all hair, dirt, etc. * Clean inside pipes and re-attach P-trap. * Allow water to run to make sure there are no leaks.   Toilets   * Check inside the toilet bowl for signs of damage or leakage from toilet water tank. * Check that flush buttons work smoothly and return properly. * Remove cover from water tank and check condition inside and outside. * Inspect and clean the inlet fill valve assembly. * Check the lift lever mechanism of the flush valve. Remove flush valve from its seat. Check and clean all seals and valve seats. If seals are decomposing, replace. * Check the water level and the overflow and adjust if necessary. * Check exterior for signs of damage or leakage between the toilet water tank and bowl, and between the bowl and wastewater pipe. * Check that toilet bowl is properly fixed to the floor. Be cautious not to overtighten bolts. * Tighten the toilet seat if it is loose.   Flushometer (Urinals)   * Inspect for leaks. * Disassemble, clean, and inspect diaphragm, seals and the rubber diffuser. If seals are decomposing, replace. * Inspect the handle assembly, making sure that it operates freely and lubricate if necessary. * Clean all component parts and grease as needed. * Reassemble and check the adjustment of the discharge. * Replace batteries in automatic flushometers.   Floor Drains   * Remove floor drain cover and clean. * If the floor drain has a removable trap, remove and clean out any debris. * Replace floor drain cover. * Pour water down the floor drain to form a new water seal.   **Pumps (if applicable)**   * Check that all circulating pumps are working properly. * Check that all isolating pumps are working properly. * Check all pumps for any signs of leakage.   **Valves**   * Manually open and close shut off valves on either side of water meter and check for leakage. * Manually open and close all other valves for toilets, faucets, etc. and check for leakage.   **Gas/Electric Water Heaters**   * To test for gas leakage, use a mild liquid soap mixed with a little water in a spray bottle. Spray all joints. If bubbles occur, there is a leak. **Close off the gas supply immediately and repair the leak.** * Check that there is no debris, chlorine, combustible materials, gasoline or other flammables around the area. * Check that the shut off (gas and cold water) and temperature pressure relief valves open and close properly. * Check temperature pressure relief valve drain line for any signs of leakage or deterioration. * Check that all connections for electric water heaters are in good condition. * Check the electrical heating element for leakage or encrustation. * Check that the indirect water heaters are being heated by the boilers (if applicable). * Check water heaters for signs of water leakage.   **Water Heater Cleaning**   * Turn off gas or power 30 minutes prior to cleaning. * Close the incoming water valve. * Connect a hose to the drain valve and run the water out. * Remove any buildup of soot, rust or sediment and use hot water to flush out tank. * Refill the tank after closing all valves and turning the incoming water back on. * Check for any leaks once water heater is filled completely.   **Temperature Mixing Valve**   * Check that the temperature mixing valve is set to approximately 100°F. * Check valve for any signs of leakage. * Make sure that the gauge sight glass is clean and readable. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |