

Base-mounted HVAC pump quarterly maintenance checklist

A quarterly base-mounted pump round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The mechanical tech on the quarterly mechanical-room round. When: Every quarter, walked with the rest of the mechanical-room equipment so the pump numbers are read against the gauges on the same visit.

Seal and leakage

- ☐ Mechanical seal or packing checked for leakage
Mechanical seal essentially dry, or packing gland dripping only at the light rate it's meant to, no product tracking down the shaft onto the base. 2 photos required
- ☐ Base and drip pan dry
Pump base and any drip pan free of standing water, no rust trails under the seal, floor drain clear. 1 photo required

Bearings and drive

- ☐ Bearings running quiet and cool
No growl, whine or knock from the bearing housings, temperature by hand or gun within a normal band, no grease purged onto the guard. 1 photo required
- ☐ Coupling guard and shaft observed running
Coupling guard secure, shaft running true with no visible wobble, no rubbing or heat discoloration at the coupling. 1 photo required

Pressure and strainer

- ☐ Suction and discharge pressures read and compared
Both gauges live and read, differential across the pump matching the expected head, no unexplained drop pointing at cavitation or a plugged suction. 2 photos required
- ☐ Suction strainer checked for loading
Strainer differential or blowdown checked, basket not loaded with debris, no rising suction restriction starving the pump. 1 photo required