



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 510  
VERSION: 1

## **SUBJECT: CIRCULATING PUMPS**

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**POLICY:**

Circulating pumps will be serviced on a regular basis as per ASHRAE standards, manufactures specifications and the Preventative Maintenance Program.

**PURPOSE:**

To ensure proper operation and maximum efficiency of all circulating pumps.

**PROCEDURE:**

The technician will follow all procedures set forth in the manufactures specifications, ASHRAE standards and the Preventative Maintenance Program for each piece of equipment.

1. The circulating pumps will be checked DAILY for proper operation.
2. The Facilities Department will maintain an inventory of replacement parts. This is necessary to expedite any repair to the equipment, should it fail.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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