

Pump Maintenance SOP

Sample SOP for centrifugal pump maintenance — Mechanical

Site / Building: _____ Asset Ref: _____

1. Purpose

This SOP defines routine maintenance steps for centrifugal pumps (domestic water, chilled water, or booster pump sets) to maintain reliable operation and prevent premature failure.

2. Safety Precautions

- Isolate and lock out pump power before any mechanical work.
- Allow pump casing to cool before opening if handling hot water systems.

3. Routine Tasks

- Check duty/standby status and confirm automatic changeover operation.
- Record system pressure at pump discharge.
- Inspect mechanical seal or gland packing for leakage.
- Check suction strainer and clean if blocked.
- Check motor current on all phases against nameplate rating.

4. Annual Tasks

- Inspect pump coupling and alignment.
- Check motor insulation resistance.
- Full overhaul — impeller, bearings, mechanical seal as required.

5. Records

Log all readings on the pump maintenance log and retain records for a minimum of 12 months.

Sign-off

Role	Name	Signature	Date
Prepared by			
Approved by			