

Preventive Maintenance Checklists

Suggested Maintenance Chart

For detailed information, refer to the specific item in the component section. Discuss this information with the station owner. Remind the owner about the importance of preventive maintenance and inspections.

IMPORTANT INFORMATION

Check maintenance instructions for third-party component manufacturers (hoses, nozzles, shear valves, and so on) for their maintenance recommendations. Comply to whatever recommendation is more stringent relative to inspection frequency and ensure that inspection routines include their requirements as well.

Item	Inspection/Procedure	Frequency
General inspection	Check all areas of pump/dispenser for damage or sharp edges. Replace any missing warning labels.	Once a week or on receiving a complaint
Hoses	Check for leaks and damage. Check hose covering for weakness, splits, cuts, bulges, flattened spots, wet spots, soft spots, and reinforcement showing. Look for holes and cuts in vapor recovery hoses. Refer to "Hoses and Flow Restrictors" on page 7-29.	
Hose retrievers	Check for frayed or broken cables, and cables wrapped around hoses. Refer to "Testing Hose and Hanging Hardware Continuity" on page 7-38. Check if retractors are operating properly.	
Leaks, external	Check all hoses, nozzles, swivels, couplings, casting, and so on. Repair immediately if leak is found.	
Nozzles and boot areas	Check for leaks, missing parts, and damage. Check vapor recovery boots (bellows) for proper seal and damage. Check VaporVac® nozzle spouts for blockage, loose spouts, and damage (that is, dents). Refer to "Adjusting Nozzle Hook for Specific Nozzles" on page 7-40.	
Breakaways	Check for secure connection to hose, and for any leaks or wet spots. Refer to "Breakaways" on page 7-31. <i>Note: Some manufacturer's breakaways are resettable and others require replacement after a drive-off. For information, refer to manufacturer's documentation.</i>	Once a week or after drive-offs
Leaks, internal	Check all hydraulic connections and seals including meters, valves, and so on. Repair immediately if wetness or dripping fuel is found. Some staining of parts around seals is normal. Monitor these places more closely.	Once a month, or on receiving a complaint, or after drive-offs
Filter change and strainer cleaning	For detailed instructions, refer to "Servicing Filters" on page 7-23. Follow all safety precautions. Frequency of filter changes will depend on fuel and installation cleanliness. Corroded tanks, poor quality fuel, and initial conversion to alcohol-enhanced fuels may require more frequent filter changes and strainer cleanings.	Once a month or 50,000 gallons after new installs. Every 300,000 gallons or six months thereafter.
Wash unit	For detailed instructions, refer to MDE-3893 Encore and Eclipse Owner's Manual and MDE-4516 Encore S Series Owner's Manual.	Once a month or as required
Wax units	For detailed instructions, refer to MDE-3893 Encore and Eclipse Owner's Manual and MDE-4516 Encore S Series Owner's Manual.	Once a month (in harsh environments) or every six months

Item	Inspection/Procedure	Frequency
Stainless steel sheathing and lower doors	For stains on stainless steel, use a cleaner specifically formulated for cleaning stainless steel. Gilbarco recommends Bar Keepers Friend®. Ensure that you thoroughly rinse off the cleaner. Do not spray water/cleaner directly at or into Card Readers, cash acceptors, or printer chutes.	Once every three months (once a month in harsh environments)
Door locks	Lubricate with a good grade of lock oil.	Every six months
Meters	Check calibration and calibrate, if required. Refer to "About Calibrating Meters" on page 7-21.	
Nozzles, hooks/shafts	Check operation. Clean and lubricate with silicone grease, if required.	
Pumps, pulleys, belts, and belt tension	Check belts for fraying/cracks. Check pulleys for excessive wear in grooves and excessive bearing play. There must not be more than 1-inch of play on either side of the belt. Refer to "Belts and Pulleys" on page 7-63.	
Shear valves	Check valve operation and lubricate. Refer to "Shear Valves" on page 7-72.	
CRIND Card Reader	Clean the Card Reader using cleaner card (Q11482).	Once a week or on receiving a complaint
CRIND Printer	Clean print head using printer cleaning card (Q13400).	Every three months or on receiving a complaint
Display Backlight bulbs and Eclipse ad panel bulbs	Check for bad bulbs and replace, as required.	Once a month
Displays	Check and repair, as required.	Once a week or on receiving a complaint
Underground piping for sites using VaporVac system	Perform a static pressure decay test. Refer to "Common Vapor Recovery Testing Procedures" on page 7-78.	Once a year
DEF spills	DEF is slippery and mildly corrosive. Clean with water in case of DEF spills.	On occurrence

Sample Maintenance Checklist

Figure 4-1: Sample Maintenance Checklist

GILBARCO VEEDER-ROOT **SITE INSPECTION/PREVENTIVE MAINTENANCE CHECKLIST**

Customer's Name _____ Store # _____
 Manager's Name _____ Date of Service _____
 Street Address _____
 City _____
 Phone# () _____
 Type of Vapor Recovery System Installed _____

Other POS System _____
 Type of POS System Installed: Passport® G-SITE® TS-1000™
 Explain All Items Marked "O" In Space Provided

POS PREVENTIVE MAINTENANCE

	1	2	3	4	5	6	7	8		
1. Clean Printer(s)									Workstation #1	Workstation #2
2. Remove Printer Paper Dust									Model # _____	Model # _____
3. Check Printer Operation									Serial # _____	Serial # _____
4. Check for Dedicated Isolated Circuit										
5. Lubricate Cash Drawer Assembly (per AGP spec)									Workstation #3	Workstation #4
6. Check Condition of Cables and Power Cords (cuts/frays/bends)									Model # _____	Model # _____
7. Check Condition of Plugs									Serial # _____	Serial # _____
8. Clean Keyboard Case (G-SITE & TS-1000)										
9. Clean & Dust Console & Surrounding Area									Workstation #5	Workstation #6
10. Clean Card Reader with Cleaning Card Q12534-170									Model # _____	Model # _____
11. Check Hard Drive & Note Bad Sectors (G-SITE only)									Serial # _____	Serial # _____
12. Clean Floppy Drive with Q13476-101 (see instructions)										
13. Check Presence & Condition of R20391-01 FD Dust Cover (486 & Pentium® G-SITE only)									Workstation #7	Workstation #8
14. Vacuum (not blow) Power Supply Air Inlet & Front Bezel									Model # _____	Model # _____
15. Degauss Monitor (Passport only)									Serial # _____	Serial # _____
16. Check UPS Battery (Passport only)										

PUMP, DISPENSER & CRIND® PREVENTIVE MAINTENANCE

	1	2	3	4	5	6	7	8	9	10	11	12		
1. Check Hoses*													Pump #1	Pump #2
2. Check Nozzles (including Connection to Pumps/Dispensers), Retaining Springs & Swivels*													Type _____	Type _____
3. Check Breakaway Couplings*													Model # _____	Model # _____
4. Check Condition of Hose Retrievers (if used)													Serial # _____	Serial # _____
5. Check Lamps & Lenses*													Pump #3	Pump #4
6. Check for Exterior Damage/Rust*													Type _____	Type _____
7. Check Operation/Clean Displays													Model # _____	Model # _____
8. Lubricate All Locks													Serial # _____	Serial # _____
9. Ensure Unit Is Bolted To Island**													Pump #5	Pump #6
10. Check Bezel & PPU Gaskets													Type _____	Type _____
11. Check Shear Valve Operation, Mounting & Lube													Model # _____	Model # _____
12. Check Plumbing for Weeps/Leaks													Serial # _____	Serial # _____
13. Check for Install Filter Instruction Tag, and Install if Tag is Not Present (see MDE-2215)													Pump #7	Pump #8
14. Check & Lubricate All Linkages													Type _____	Type _____
15. Ensure Calibration Seals Are Intact													Model # _____	Model # _____
16. Check Junction Box Bolts/Plugs													Serial # _____	Serial # _____
17. Check Pump Handle Switch													Pump #9	Pump #10
18. Check Vapor Recovery Plumbing**													Type _____	Type _____
19. Check Vapor Recovery Bellows/Hoses for Holes/Cuts/Cracks													Model # _____	Model # _____
20. Verify that Vapor Recovery System Back Pressure and/or Efficiency has been Tested per Regulatory Agencies													Serial # _____	Serial # _____
21. Check Belts On Pumps													Pump #11	Pump #12
22. Ensure Electrical Panel Circuits Are Clearly Marked													Type _____	Type _____
23. Ensure Free Access To Emergency Cut-off Switch													Model # _____	Model # _____
24. Check CRIND for Correct Installation & Type of Paper													Serial # _____	Serial # _____
25. Check Operation/Clean Card Reader (use Q11482 Cleaning Card, see MDE-3562)														
26. Check Operation/Clean Keypad														
27. Perform CRIND Diagnostics (see MDE-3562)														
28. Verify that Safety Information is Intact/Legible														

* Notify Dealer
 ** Only perform this task if a new pump or dispenser has been installed, or if an existing pump or dispenser was removed and replaced

Note any problems w/equipment _____

I certify that all inspections and maintenance items have been performed and problems noted and explained to the Station Manager:

INCIDENT# _____ Date _____ Station Manager _____ Date _____
 ASC# _____ ASC Name _____ Tech. Name _____ Tech # _____

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