



**Standard Operating Procedure**  
**Pumping Unit Maintenance**  
(DJ Basin / Evans, CO)

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*Standard Operating Procedure for Pumping Unit Maintenance*

- I. Daily**
  - a. Pumping unit
    - i. Visually and audibly inspect integrity of pumping unit and associated guarding.
    - ii. Visually inspect drive belt tension/condition.
  - b. Engine/Motor
    - i. Gas
      - 1. Check engine oil level and pressure (add oil if necessary).
      - 2. Check oil day tank for adequate volume.
      - 3. Check function of lubricator pumps (if equipped, Ajax).
      - 4. Check coolant level and temperature (add coolant if necessary).
      - 5. Visually inspect fan belt tension/condition.
      - 6. Visually inspect motor for leaks.
      - 7. Enter engine runtime hours and any maintenance comments into ACTS Field.
    - ii. Electric
      - 1. Visually and audibly inspect motor.
      - 2. Check for errors or faults on panel screen.
  - c. Stuffing Box
    - i. Check stuffing box for leaks.
    - ii. Check that the stuffing box containment is emptied and drain valve is closed.
    - iii. Check polish rod to see if it is hot. Do not grab polish rod, it may be extremely hot (If rod has become hot, shut down unit and notify foreman).
    - iv. Check polish rod lubricator (if equipped) to make sure there is adequate oil in the lubricator for the oil to wick upwards onto the polish rod. If oiler box is low, fill it with motor oil.
- II. Weekly**
  - a. Pumping unit
    - i. Check kills for proper operation.
      - 1. Murphy pressure switch.
      - 2. Murphy Vibration Switch.
      - 3. Stuffing box containment high level switch.
  - b. Engine/Motor
    - i. Check kills for proper operation.
      - 1. Engine oil level switch.
      - 2. Engine oil pressure switch.
      - 3. Engine coolant level switch.
      - 4. Engine coolant temperature switch.
    - ii. Check dyna card (if equipped) for pump efficiency.
    - iii. Drain fuel scrubbers (refer to **Fuel Supply Scrubber Pot Draining SOP**).
  - c. Stuffing Box
    - i. Grease stuffing box.
- III. Semi Anually**
  - a. Pumping unit
    - i. Schedule pumping unit maintenance.
  - b. Engine/Motor
    - i. Schedule engine service (Arrow, Kubota).
- IV. Annually**
  - a. Engine/Motor
    - i. Schedule engine service (Ajax).

***Special Note: If additional training is required contact your Supervisor.***

## Document Control: Pumping Unit Maintenance

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February 7, 2017	Updated I. C. ii. "and drain valve closed"
October 13, 2017	No changes
November 28, 2018	Changed eVIN to ACTS Field – I.b.i.7 Removed II.c.ii and replace with new line II.a.i.3 II.b.iii – Reworded and formatting changes

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