

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: Rotterdam 059

**MECHANIC
SIGNATURE:**

DATE: 12/10/2021

LOCATION/RM #: bays **WO#** 15364 **ASSET #** 10354

START TIME: 0940

FINISH TIME: 1130

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|----------------------|-----------|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | ✓ | | |
| 2 | Schedule shutdown with operating personnel. | | | |
| 3 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check valve for full stroke operation in both directions, if applicable. | | | |
| 2 | Check valve for signs of abnormal wear and leaks. Replace packing if needed. | | | |
| 3 | Clean the coil with vacuum cleaner. | ✓ | | |
| 4 | Comb the fins as needed. | ✓ | | |
| 5 | Clean all fans and motors. | ✓ | | |
| 6 | Check operation of controls and safeties. | | | |
| 7 | Lubricate as required. | | | |
| 8 | Check all motors, belts, pulleys, shafts, etc. for alignment. | ✓ | | |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: