

**PREVENTATIVE MAINTENANCE PROGRAM CH  
FURNACE**

**ACTIVITY AND BLDG #:** Gaithersburg MD013

**MECHANIC  
SIGNATURE:** Pa

**LOCATION/RM #:** bldg 2 **WO#** 13021 **ASSET #** 210&212

**START TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Replace air filter if applicable	✓		
2	Check the fire box liner or refractory for cracks and leaks.	✓		
3	Check smoke stack for obstructions, leaks, etc.	✓		
5	Clean all fans and motors.	✓		
6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓		
8	Check and clean plenum (clean cooling coils and check for leaks, if equipped .)	✓		
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		
10	Report any rust issues and open a CM ticket	✓		
11	Remove lock outs and tags. Restore fuel and power supply.	✓		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed dis

To be performed by: HVAC Technician

**Additional Notes:**

