












# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FURNACE

**ACTIVITY AND BLDG #:** Gaithersburg MD013

**MECHANIC SIGNATURE:** 

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

**START TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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	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 description.

To be performed by: HVAC Technician

**Additional Notes:**

