

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: **White Plains MD066**

MECHANIC
SIGNATURE: 

DATE

LOCATION/RM #: **OMS1** WO# **13291** ASSET # **297**

START TIME: **11:40**

FINISH TIME

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE REASON)
		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	For gsa/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.		n/a.	infrared unit
2	Clean dirt from heater, vaccuuming is preferred.			
3	Check operation of gas valve.			
4	Check for gas leaks.			
5	Check operation of thermostat.			
6	If applicable, replace primary air intake filter.		n/a	
7	As needed, clean spark electrode and reset gap, replace if necessary.			
8	Inspect flue pipe and connections.		n/a	infrared heater. no flue pipe
9	If applicable, inspect and clean outside air blower and blower intake.		n/a	
10	Inspect unit for proper operation.			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

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 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: HVAC Technician