

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: Rockville MD021

LOCATION/RM #: OMS **WO#** 15205 **ASSET #** 2123

**MECHANIC
SIGNATURE:**



DATE: 11/4/21

START TIME:

1:45

FINISH TIME:

2:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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 applicable)			
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) 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: HVAC Technician

Additional Notes: