

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **FURNACE**

ACTIVITY AND BLDG #: **Gaithersburg MD013**


MECHANIC SIGNATURE: 

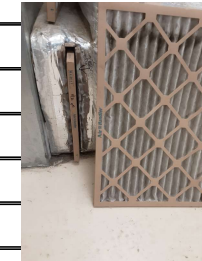
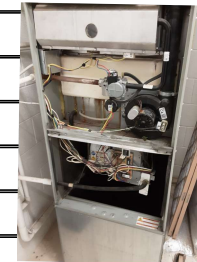
DATE: **11/2/21**

LOCATION/RM #: **bldg 2** WO# **15269** ASSET # **2010&2012**

START TIME: **12:50**

FINISH TIME: **1:30**

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	✓			
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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: