

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FURNACE**

ACTIVITY AND BLDG #: **Rockville MD021**

MECHANIC  
SIGNATURE: 

DATE: **11/3/21**

LOCATION/RM #: **building** WO# **15272** ASSET # **2123**

START TIME: **11:05**

FINISH TIME: **11:25**

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CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
<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 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:**