

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

**SITE AND BLDG #:** Rotterdam 059

**MECHANIC  
SIGNATURE:** 

**DATE:** 6/22/2023

**LOCATION/RM #:** building 22517 **ASSET #** 10354

**START TIME:** 1100

**FINISH TIME:** 1200

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
|  |  | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |  |               |    |   |
| 1  | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | ✓             |    |   |
| 2  | Schedule shutdown with operating personnel.  | ✓             |    |   |
| 3  | 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  | Check valve for full stroke operation in both directions, if applicable.   | ✓             |    |   |
| 2  | Check valve for signs of abnormal wear and leaks. Replace packing if needed.   | ✓             |    |   |
| 3  | Clean the coil with vacuum cleaner.  | ✓             |    |   |
| 4  | Comb the fins as needed.   | ✓             |    |   |
| 5  | Clean all fans and motors.   | ✓             |    |   |
| 6  | Check operation of controls and safeties.  | ✓             |    |   |
| 7  | Lubricate as required.   | ✓             |    |   |
| 8  | Check all motors, belts, pulleys, shafts, etc. for alignment.  | ✓             |    |   |

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: General Maintenance Worker

**Additional Notes:**