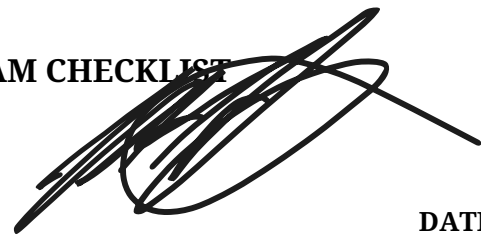


## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FURNACE

**ACTIVITY AND BLDG #:** Schenectady 060
**MECHANIC  
SIGNATURE:** 
**DATE:** 6/13/2023
**LOCATION/RM #:**                      **WO#** 22299 **ASSET #** 10507
**START TIME:**                     
**FINISH TIME:** 0950

| CHECK<br>POINT                             | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-----------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                             |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                             |
| 1                                          | Review manufacturer's instructions.                                                                                                                         | ✓             |    |                                                                             |
| 2                                          | 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                                          | Remove furnace ends and access panels if applicable.                                                                                                        | ✓             |    |                                                                             |
| 2                                          | Check the fire box liner or refractory for cracks and leaks.                                                                                                | ✓             |    |                                                                             |
| 3                                          | Check smoke stack for obstructions, leaks, etc.                                                                                                             | ✓             |    |                                                                             |
| 4                                          | Clean bottom of smoke stack (breaching).                                                                                                                    | ✓             |    |                                                                             |
| 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                                          | Replace furnace and access panels ends if removed.                                                                                                          | ✓             |    |                                                                             |
| 10                                         | Check all motors, belts, pulleys, shafts, etc. for alignment.                                                                                               | ✓             |    |                                                                             |
| 11                                         | Treat all rusted areas with rust inhibitor and touch up paint.                                                                                              | ✓             |    |                                                                             |
| 12                                         | 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:**