

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**  
**baseboard hot water**

SITE AND BLDG #: **ny024-208**MECHANIC  
SIGNATURE: Ramon V

6-8-2021

LOCATION/RM #: **WO# 13241 ASSET # 9627**

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	check		
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.	check		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check valve for full stroke operation in both directions, if applicable.	check		
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	check		
3	Clean the coil with vacuum cleaner.	check		clean baseboard and check for water leaks
4	Comb the fins as needed.	check		
5	Clean all fans and motors.	check		
6	Check operation of controls and safeties.	check		
7	Lubricate as required.	check		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	check		

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: General Maintenance Worker

Additional Notes: