

## June checklist 2021

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**  
**cabinet**

**SITE AND BLDG #:** ny024-356 13026 9708

**MECHANIC**  
**SIGNATURE:** Ramon V **DATE:** 6-11-2021

**LOCATION/RM #:** WO# 13247 **ASSET #** 9708

**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 unit heater clean washable filter
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.			
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	check		direct drive motor

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:**