

June checklist 2021

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER cabinet

 SITE AND BLDG #: ny024-358 13028 9776

 MECHANIC
SIGNATURE: Ramon V DATE: 6-2-2021

 LOCATION/RM #: _____ WO# 13257 ASSET # 9776

START TIME: _____ FINISH TIME: _____

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (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. | 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 | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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 and 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: