

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: _____

**MECHANIC
SIGNATURE:** _____

DATE: _____

LOCATION/RM #: _____ **WO#** _____ **ASSET #** _____

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. | | | |
| 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 | For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed. | | | |
| 2 | Clean dirt from heater, vacuuming is preferred. | | | |
| 3 | Check operation of gas valve. | | | |
| 4 | Check for gas leaks. | | | |
| 5 | Check operation of thermostat. | | | |
| 6 | If applicable, replace primary air intake filter. | | | |
| 7 | As needed, clean spark electrode and reset gap, replace if necessary. | | | |
| 8 | Inspect flue pipe and connections. | | | |
| 9 | If applicable, inspect and clean outside air blower and blower intake. | | | |
| 10 | Inspect unit for proper operation. | | | |
| 11 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | | | |

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: HVAC Technician

Additional Notes: