

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **FURNACE**

**ACTIVITY AND BLDG #:** **Saugerties 128**

**MECHANIC  
SIGNATURE:** 

**DATE:** **9/1/2021**

**LOCATION/RM #:** **mechanical**  **WO#** **ASSET # 10870**

**START TIME:** **1030**

**FINISH TIME:** **1130**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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 removed).	✓		
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:**