

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FURNACE



9/1/2021

**ACTIVITY AND BLDG #:** Saugerties 128

**MECHANIC  
SIGNATURE:**
**LOCATION/RM #:** mechanical 
**ASSET #** 10871

**START TIME:** 1130

**FINISH TIME:** 1220

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 applicable).			
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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**