

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FURNACE

ACTIVITY AND BLDG #: **Schenectady 060**MECHANIC
SIGNATURE: DATE: **9/13/2022**LOCATION/RM #: **oms** WO#  ASSET # **10507**START TIME: **1300**FINISH TIME: **1330****mechanical**

| 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 | ✓ | | |
| 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: