

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19
LOCATION/RM #: 135 WO# 9401 ASSET # 4458 START TIME: 1150 FINISH TIME: 12

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ ACTIONS (IF TASK COMPLETE IN CHECKED NO, PROVIDE EXPLANATION)
		YES	NO		
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19

LOCATION/RM #: 139 WO# 9401 ASSET # 4445 START TIME: 1140 FINISH TIME: 1150

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IN CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19
LOCATION/RM #: 139 WO# 9401 ASSET # 4443 START TIME: 1130 FINISH TIME: 1140

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, IF CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19
LOCATION/IRM #: 139 WO# 9401 ASSET # 4442 START TIME: 1120 FINISH TIME: 1130

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (IF TASK COMPLETE IN CHECKED NO. PROVIDE EXPLANATION)
		YES	NO		
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19

LOCATION/RM #: 130 WO# 9401 ASSET # 4437 START TIME: 1110 FINISH TIME: 1120

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, BE CHECKED NO, PROVIDE EXPLANATIONS)
		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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19

LOCATION/RM #: V12 WO# 9401 ASSET # 4422 START TIME: 11 FINISH TIME: 11:10

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19

LOCATION/RM #: 139 WO# 9401 ASSET # 4414 START TIME: 10:50 FINISH TIME: 11

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, CHECKED NO. PROVIDE EXPLANATIONS)
		YES	NO	
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19
LOCATION/RM #: 13A WO# 9401 ASSET # 4413 START TIME: 10 40 FINISH TIME: 10 50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IN 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19
LOCATION/IRM #: 139 WO# 9401 ASSET # 4411 START TIME: 1030 FINISH TIME: 1040

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (IF TASK COMPLETES IN CHECKED NO. PROVIDE EXPLANATION)
		YES	NO		
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19

LOCATION/RM #: 205 WO# 9401 ASSET # 4408 START TIME: 10 20 FINISH TIME: 10 30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATIONS)
		YES	NO	
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/11/19
LOCATION/RM #: 131 WO# 9401 ASSET # 4406 START TIME: 10:16 FINISH TIME: 10:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO		
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: