

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #:

PR 087-01

LOCATION/RM #: 114

WO# 9428

ASSET # 457

MECHANIC

SIGNATURE:

START TIME:

9:30

DATE:

6/10/19

FINISH TIME:

9:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		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.		✓	
1	Check heater coils and associated piping for leaks or corrosion.		✓	
2	Clean heating coil. Brush vacuum where accessible.		✓	
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.		✓	
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.		✓	
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.		✓	
6	Verify proper control by modulating the thermostat through complete cycle.		✓	
7	Inspect unit for proper operation.		✓	
8	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 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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #:

P 089-01

LOCATION/RM #:

HALL

WO#

9420

ASSET #

4372

MECHANIC

SIGNATURE:

START TIME:

9:40

DATE:

6/10/18

FINISH TIME:

9:50

CHECKLIST		SPECIAL INSTRUCTIONS		NOTES/ACTIONS	
ITEM	DESCRIPTION	DATE	TIME	DATE	TIME
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	Schedule shutdown with operating personnel.				
	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
	Check valve for full stroke operation in both directions, if applicable.				
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.				
3	Clean the coil with vacuum cleaner.				
4	Comb the fins as needed.				
5	Clean all fans and motors.				
6	Check operation of controls and safeties.				
7	Lubricate as required.				
8	Check all motors, belts, pulleys, shafts, etc. for alignment.				

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: General Maintenance Worker

Additional Notes:

CM - 1

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #:

Pa 087-01

LOCATION/RM #:

101

WO#

9420

ASSET #

4323

MECHANIC
SIGNATURE:

START TIME:

9:50

DATE:

6/10/19

FINISH TIME:

10:00

ITEM NO.	DESCRIPTION	COMPLETION		REMARKS/ACTIONS (If defect is identified, describe the deficiency)
		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	Schedule shutdown with operating personnel.			
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
4	Check valve for full stroke operation in both directions, if applicable.			
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			
6	Clean the coil with vacuum cleaner.			
7	Comb the fins as needed.			
8	Clean all fans and motors.			
9	Check operation of controls and safeties.			
10	Lubricate as required.			
11	Check all motors, belts, pulleys, shafts, etc. for alignment.			

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: General Maintenance Worker

Additional Notes:

CMT-1

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: PA 087 201

LOCATION/RM #: 105 WO# 8426 ASSET # 4379

MECHANIC

SIGNATURE: 

DATE: 6-10-19

START TIME: 930

FINISH TIME: 945

EQUIPMENT IDENTIFICATION		TEST/COMPLETION		NOTES/ACTIONS	
ITEM	DESCRIPTION	YES	NO	ACTION	
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	Schedule shutdown with operating personnel.				
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
TROUBLESHOOTING DATA/INSPECTION SERVICE					
	Check valve for full stroke operation in both directions, if applicable	/			
	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	/			
	Clean the coil with vacuum cleaner.	/			
4	Comb the fins as needed.	/			
5	Clean all fans and motors.		N/A		
6	Check operation of controls and safeties.	/			
7	Lubricate as required.		N/A		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		N/A		

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: General Maintenance Worker

Additional Notes:

U/H-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: PA 087-01

LOCATION/RM #: 104 WO# 9420 ASSET # 4380

MECHANIC
SIGNATURE: *[Signature]*

DATE: 6-10-19

START TIME: 940

FINISH TIME: 650

ITEM NO.	DESCRIPTION	CHECK COMPLETION		REMARKS
		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	Schedule shutdown with operating personnel.			
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
TROUBLE PERFORMED AT FACILITY INSPECTION SERVICE				
4	Check valve for full stroke operation in both directions, if applicable.			
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			
6	Clean the coil with vacuum cleaner.			
7	Comb the fins as needed.			
8	Clean all fans and motors.			
9	Check operation of controls and safeties.			
10	Lubricate as required.			
11	Check all motors, belts, pulleys, shafts, etc. for alignment.			

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: General Maintenance Worker

Additional Notes:

UH-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: PA 087-51
LOCATION/RM #: 167 WO# 9420 ASSET # 4381

MECHANIC SIGNATURE: [Signature] DATE: 6-10-19
START TIME: 945 FINISH TIME: 950

CHECK POINT	CHECK/INSTRUCTIONS	WORK COMPLETED		NOTES/ACTIONS (If not completed, attach to PM report)
		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.			
	Schedule shutdown with operating personnel.		-	
	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				
2	Check valve for full stroke operation in both directions, if applicable.			
	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	-		
3	Clean the coil with vacuum cleaner.			
4	Comb the fins as needed.	-		
5	Clean all fans and motors.		NA	
6	Check operation of controls and safeties.	-		
7	Lubricate as required.		NA	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		NA	

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: General Maintenance Worker

Additional Notes:

Unit - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #:

PA 000-01

LOCATION/RM #:

112

WO#

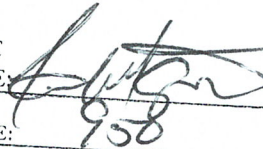
9420

ASSET #

4322

MECHANIC

SIGNATURE:



DATE: 6-10-19

START TIME:

9:58

FINISH TIME:

9:53

ITEM NO.	DESCRIPTION	COMPLETION STATUS		REMARKS/REVISIONS
		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	Schedule shutdown with operating personnel.		/	
	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
	Check valve for full stroke operation in both directions, if applicable.		/	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	/		
3	Clean the coil with vacuum cleaner.	/		
4	Comb the fins as needed.	/		
5	Clean all fans and motors.		NA	
6	Check operation of controls and safeties.	/		
7	Lubricate as required.		NA	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		NA	

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: General Maintenance Worker

Additional Notes:

U/I - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #:

P 089 - 01

LOCATION/RM #:

100

WO#

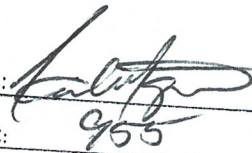
842

ASSET #

4383

MECHANIC

SIGNATURE:



DATE:

6-10-19

START TIME:

955

FINISH TIME:

1000

ITEM NO.	DESCRIPTION	COMPLIANCE		NOTES/ACTIONS
		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	Schedule shutdown with operating personnel.			
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
4	Check valve for full stroke operation in both directions, if applicable.			
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			
6	Clean the coil with vacuum cleaner.			
7	Comb the fins as needed.			
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9	Check operation of controls and safeties.			
10	Lubricate as required.			
11	Check all motors, belts, pulleys, shafts, etc. for alignment.			

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: General Maintenance Worker

Additional Notes:

6/11-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #:

P 087-01

LOCATION/RM #:

106

WO#

942

ASSET #

438r

MECHANIC

SIGNATURE:

START TIME:

1000

DATE:

6-10-19

FINISH TIME:

1010

CHECK POINT		SPECIAL INSTRUCTIONS		NOTES/ACTIONS	
		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	Schedule shutdown with operating personnel.				
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
ROBBER PERFORMED AT EACH INSPECTION SERVICE					
	Check valve for full stroke operation in both directions, if applicable.		NA		
	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		NA		
3	Clean the coil with vacuum cleaner.				
4	Comb the fins as needed.				
5	Clean all fans and motors.		NA		
6	Check operation of controls and safeties.		NA		
7	Lubricate as required.		NA		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		NA		

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: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #:

Pa 057-01

LOCATION/RM #:

108

WO#

8920

ASSET #

4386

MECHANIC

SIGNATURE

START TIME:

1010

DATE:

6-10-19

FINISH TIME:

1015

GENERAL INSTRUCTIONS		SPECIAL INSTRUCTIONS		NOTES	
NO.	DESCRIPTION	YES	NO	DATE	INITIALS
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	Schedule shutdown with operating personnel.				
3	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					
	Check valve for full stroke operation in both directions, if applicable.				
	Check valve for signs of abnormal wear and leaks. Replace packing if needed.				
	Clean the coil with vacuum cleaner.				
4	Comb the fins as needed.				
5	Clean all fans and motors.				
6	Check operation of controls and safeties.				
7	Lubricate as required.				
8	Check all motors, belts, pulleys, shafts, etc. for alignment.				

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: General Maintenance Worker

Additional Notes: