

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: PR 087-01

LOCATION/RM #: 114

WO# 9426

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.	✓		
3	Check heater coils and associated piping for leaks or corrosion.	✓		
4	Clean heating coil. Brush vacuum where accessible.	✓		
5	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.	✓		
6	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		
7	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓		
8	Verify proper control by modulating the thermostat through complete cycle.	✓		
9	Inspect unit for proper operation.	✓		
10	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 #: *Ph* 087-01
 LOCATION/RM #: *thc/w* WO# 9420 ASSET # 4372

MECHANIC
SIGNATURE:

DATE:

START TIME: 9:40

FINISH TIME: 9:50

ITEM/PROCEDURE	DESCRIPTION (IF APPLICABLE)	TECHNICAL CAPABILITIES		NOTES/COMMENTS (IF APPLICABLE)
		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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *Pa 087-01*LOCATION/RM #: *101*WO# *9920*ASSET # *4373*MECHANIC
SIGNATURE:
Scott D. Miller

DATE:

*6/10/19*START TIME: *9:50*

FINISH TIME:

10:00

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS		NUMBER OF CHECKPOINTS TO BE PERFORMED AT EACH INSPECTION SERVICE	NOTES/COMMENTS OR ADDITIONAL INFORMATION
		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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
6	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
7	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
8	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
9	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
10	Lubricate as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
11	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *Pa 087 ~01*LOCATION/RM #: *105* WO# *9420* ASSET # *4379*MECHANIC
SIGNATURE: *John*START TIME: *930*DATE: *6-10-19*
FINISH TIME: *945*

ITEM #	DESCRIPTION	WORK EQUIPMENT	NOTES/REMARKS	
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.		<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel.		<input checked="" type="checkbox"/>	
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.		<input checked="" type="checkbox"/>	
4	Check valve for full stroke operation in both directions, if applicable		<input checked="" type="checkbox"/>	
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		<input checked="" type="checkbox"/>	
6	Clean the coil with vacuum cleaner.		<input checked="" type="checkbox"/>	
7	Comb the fins as needed.		<input checked="" type="checkbox"/>	
8	Clean all fans and motors.		<i>N/A</i>	
9	Check operation of controls and safeties.		<input checked="" type="checkbox"/>	
10	Lubricate as required.		<i>N/A</i>	
11	Check all motors, belts, pulleys, shafts, etc. for alignment.		<i>N/A</i>	

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:

U1-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *Pr 087-61*LOCATION/RM #: *104*WO# *9420*ASSET # *4380*MECHANIC
SIGNATURE: *John*DATE: *6-10-19*START TIME: *9:00*FINISH TIME: *8:50*

CHECK ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS	NOTES	
			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:

UH-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *PA 087 - 01*LOCATION/RM #: *167* WO# *9420* ASSET # *4381*MECHANIC
SIGNATURE: *John*DATE: *6-10-19*START TIME: *9015*FINISH TIME: *950*

CHECK POINT	DESCRIPTION	SPECIAL INSTRUCTIONS	WORK COMPLETED		NOTES/REMARKS (Please describe any changes or go/no-go information)
			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:

Unit - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *Pa 087-61*LOCATION/RM #: *112* WO# *942* ASSET # *4382*MECHANIC
SIGNATURE: *John*DATE: *6-10-19*
FINISH TIME: *958*START TIME: *958*

ITEM	DESCRIPTION	TYPE OF MAINTENANCE	NOTES/CHIORS	
			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:

U/I - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #:

P-687-51

LOCATION/RM #:

105

WO# 842

ASSET # 4383

MECHANIC
SIGNATURE:

START TIME:

DATE: 6/10/19

FINISH TIME:

1000

ITEM #	DESCRIPTION	NOTICE OF APPROVAL	NOTICE OF REJECTION	SPECIAL INSTRUCTIONS		ITEM PERFORMED DATE EACH INSPECTION SERVICE
				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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *Po 087-01*LOCATION/RM #: *106*WO# *942*ASSET # *4381*MECHANIC
SIGNATURE: *L. W. Jones*DATE: *6-10-18*START TIME: *1000*FINISH TIME: *1010*

ITEM #	DESCRIPTION	BASIC INSPECTION	SPECIAL INSTRUCTIONS		NOTES/ADDITIONS
			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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *Pn 057-01*LOCATION/RM #: *168*WO# *8920*ASSET # *4366*MECHANIC
SIGNATURE: *Janet*DATE: *6-10-19*START TIME: *1010*FINISH TIME: *1015*

ITEM #	DESCRIPTION	CHECKLIST	SPECIAL INSTRUCTIONS	TASK COMPLETION		NOTES
				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: