

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST HOT AIR FURNACE

ACTIVITY AND BLDG #:

Palmer

MECHANIC SIGNATURE:

[Signature]

DATE: 5-29-19

LOCATION: 600 West 84th Asset # 440

START TIME: 8

FINISH TIME: 8:10

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE                       |                          | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 2                                          | Review manufacturer's instructions.                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 3                                          | Schedule shutdown with operating personnel.                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 4                                          | 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 type="checkbox"/> |                 |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |                                     |                          |                 |
| 1                                          | Remove furnace ends and access panels if applicable.                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 2                                          | Check the fire box liner or refractory for cracks and leaks.                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 3                                          | Check smoke stack for obstructions, leaks, etc.                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 4                                          | Clean bottom of smoke stack (breaching).                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 5                                          | Clean all fans and motors.                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 6                                          | Check operation of controls and safeties.                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 7                                          | Lubricate as required.                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 8                                          | Check and clean plenum (clean cooling coils and check for leaks, if equipped).                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 9                                          | Replace furnace and access panels ends if removed.                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 10                                         | Check all motors, belts, pulleys, shafts, etc. for alignment.                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 11                                         | Treat all rusted areas with rust inhibitor and touch up paint.                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |
| 12                                         | Remove lock outs and tags. Restore fuel and power supply.                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                 |

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final October 1.*

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

SITE AND

LOCATION

Site Location

CHECK POINT

|   |    |
|---|----|
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| 2 | L2 |
| 3 | Di |
| 3 | Di |

Qty

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