

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **HOT AIR FURNACE**

ACTIVITY AND BLDG #: Pa 166-02

MECHANIC  
SIGNATURE: 

DATE: 5-23-19

LOCATION: mech wot# 8533 Asset# 3426

START TIME:

FINISH TIME:

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                                   |                                                                                                                                                                                  | YES           | NO |                                                                         |
| <b>SPECIAL INSTRUCTIONS</b>                       |                                                                                                                                                                                  |               |    |                                                                         |
| 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                                                 | Review manufacturer's instructions.                                                                                                                                              |               |    |                                                                         |
| 3                                                 | Schedule shutdown with operating personnel.                                                                                                                                      |               |    |                                                                         |
| 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.                      |               |    |                                                                         |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                  |               |    |                                                                         |
| 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 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:

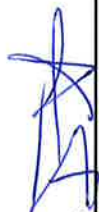
- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*, October 1.

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

**Additional Notes:**

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **HOT AIR FURNACE**

ACTIVITY AND BLDG #: Pa 166-02

MECHANIC  
SIGNATURE: 

DATE: 5-23-19

LOCATION: mech wot 8533 asset # 3425

START TIME: 8:50

FINISH TIME: 9

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                          | Review manufacturer's instructions.                                                                                                                                              | ✓             |    |                                                                         |
| 3                                          | Schedule shutdown with operating personnel.                                                                                                                                      | ✓             |    |                                                                         |
| 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.                      | ✓             |    |                                                                         |
| 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 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:**

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **HOT AIR FURNACE**

ACTIVITY AND BLDG #: Pa 166-02

MECHANIC  
SIGNATURE: 

DATE: 5-23-19

LOCATION: mecn w# 8533 Asset # 3424

START TIME: 8:40

FINISH TIME: 9:50

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                                   |                                                                                                                                                                                  | YES           | NO |                                                                         |
| <b>SPECIAL INSTRUCTIONS</b>                       |                                                                                                                                                                                  |               |    |                                                                         |
| 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                                                 | Review manufacturer's instructions.                                                                                                                                              | ✓             |    |                                                                         |
| 3                                                 | Schedule shutdown with operating personnel.                                                                                                                                      | ✓             |    |                                                                         |
| 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.                      | ✓             |    |                                                                         |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                  |               |    |                                                                         |
| 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 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:**

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **HOT AIR FURNACE**

ACTIVITY AND BLDG #: Path 66-17MECHANIC SIGNATURE: [Signature]DATE: 5-23-19LOCATION: mech wo# 8533 Asset # 3410START TIME: 8:30FINISH TIME: 8:40

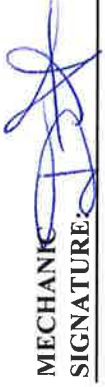
| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE 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                                          | Review manufacturer's instructions.                                                                                                                                              | ✓             |    |                                                                         |
| 3                                          | Schedule shutdown with operating personnel.                                                                                                                                      | ✓             |    |                                                                         |
| 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.                      | ✓             |    |                                                                         |
| 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 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:**

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **DOMESTIC HOT WATER HEATER - ELECTRIC**

SITE AND BLDG #: Pa 166-02MECHANIC  
SIGNATURE: DATE: 5-23-19LOCATION/RM #: Mechanical WO# 8665 ASSET # 7021START TIME: 8:50FINISH TIME: 9

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                          | Attach drain hose. Drain several gallons from tank to remove sediment.                                                                                                                           | ✓             |    |                                                                         |
| 2                                          | Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge. | ✓             |    |                                                                         |
| 3                                          | Check all connections - electric and water. Tighten as necessary. Ensure power is disconnected to electric heaters prior to checking connections.                                                | ✓             |    |                                                                         |
| 4                                          | Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum value required for all uses.                                                    | ✓             |    |                                                                         |
| 5                                          | Check amperage draw of upper and lower elements and compare to name plate data.                                                                                                                  | ✓             |    |                                                                         |
| 6                                          | Clean element contacts, and check for proper closing under load.                                                                                                                                 | ✓             |    |                                                                         |
| 7                                          | Clean pump, controls, switches, and starters. Check condition of pump seal or packing, and replace as required.                                                                                  | ✓             |    |                                                                         |
| 8                                          | If applicable, Remove and inspect Anode, replace if necessary                                                                                                                                    | ✓             |    |                                                                         |
| 9                                          | Clean up work area and remove trash.                                                                                                                                                             | ✓             |    |                                                                         |

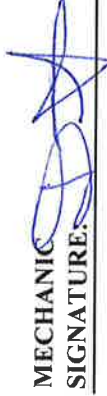
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: Pa 166-02  
LOCATION/RM #: mechanical WO# 3665 ASSET # 6921

MECHANIC  
SIGNATURE: 

DATE: 5-23-19  
START TIME: 8:40 FINISH TIME: 8:50

| CHECK POINT                                | CHECK/POINT DESCRIPTION                                                                                                                                                                          | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                          | Attach drain hose. Drain several gallons from tank to remove sediment.                                                                                                                           | ✓             |    |                                                                         |
| 2                                          | Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge. | ✓             |    |                                                                         |
| 3                                          | Check all connections - electric and water. Tighten as necessary. Ensure power is disconnected to electric heaters prior to checking connections.                                                | ✓             |    |                                                                         |
| 4                                          | Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum value required for all uses.                                                    | ✓             |    |                                                                         |
| 5                                          | Check amperage draw of upper and lower elements and compare to name plate data.                                                                                                                  | ✓             |    |                                                                         |
| 6                                          | Clean element contacts, and check for proper closing under load.                                                                                                                                 | ✓             |    |                                                                         |
| 7                                          | Clean pump, controls, switches, and starters. Check condition of pump seal or packing, and replace as required.                                                                                  | ✓             |    |                                                                         |
| 8                                          | If applicable, Remove and inspect Anode, replace if necessary                                                                                                                                    | ✓             |    |                                                                         |
| 9                                          | Clean up work area and remove trash.                                                                                                                                                             | ✓             |    |                                                                         |

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** **MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: Ra 166-02MECHANIC  
SIGNATURE: [Signature]DATE: 5-23-19LOCATION/RM #: Garage WO# 8533 ASSET # 3420START TIME: 1:15FINISH TIME: 1:30

| CHECK<br>POINT                             | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ACTIONS<br>(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                                          | 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 |                                                                                                                                                                                  |               |    |                                                                        |
| 1                                          | Check thermostat settings to ensure the cooling and heating systems operating correctly.                                                                                         | ✓             |    |                                                                        |
| 2                                          | Tighten all electrical connections and measure voltage and current on motors.                                                                                                    | ✓             |    |                                                                        |
| 3                                          | Check filters and clean or replace as necessary.                                                                                                                                 | ✓             |    |                                                                        |
| 4                                          | Lubricate all moving parts.                                                                                                                                                      | ✓             |    |                                                                        |
| 5                                          | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).                                                         | ✓             |    |                                                                        |
| 6                                          | Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.       | ✓             |    |                                                                        |
| 7                                          | Clean evaporator and condenser air conditioning coils.                                                                                                                           | ✓             |    |                                                                        |
| 8                                          | Clean and adjust blower components to provide proper system airflow.                                                                                                             | ✓             |    |                                                                        |
| 9                                          | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.                                                                                          | ✓             |    |                                                                        |

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** **MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: Q166-02MECHANIC  
SIGNATURE: DATE: 5-23-19LOCATION/RM #: Garage WO# 8533 ASSET # 3418START TIME: 1FINISH TIME: 1:15

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE                       |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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. | <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"/> |    |                      |                                                                         |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                  |                                     |    |                      |                                                                         |
| 1                                                 | Check thermostat settings to ensure the cooling and heating systems operating correctly.                                                                                         | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 2                                                 | Tighten all electrical connections and measure voltage and current on motors.                                                                                                    | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 3                                                 | Check filters and clean or replace as necessary.                                                                                                                                 | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 4                                                 | Lubricate all moving parts.                                                                                                                                                      | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 5                                                 | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).                                                         | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 6                                                 | Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.       | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 7                                                 | Clean evaporator and condenser air conditioning coils.                                                                                                                           | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 8                                                 | Clean and adjust blower components to provide proper system airflow.                                                                                                             | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 9                                                 | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.                                                                                          | <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: HVAC Technician

**Additional Notes:**