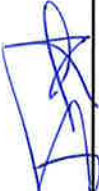


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **HOT AIR FURNACE**

ACTIVITY AND BLDG #: Pg 166-05

MECHANIC
SIGNATURE: 

DATE: 8-29-19

LOCATION: Room 604, 8715 Asset # 3045

START TIME: 2

FINISH TIME: 2:10

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	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: