

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: P0051 - 199

LOCATION/RM #: B101 WO# 8617

ASSET # 7050

MECHANIC
SIGNATURE:

Haley Best

DATE:

5/16/18

START TIME: 8:00

FINISH TIME:

8:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal	<input checked="" type="checkbox"/>		
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak	<input checked="" type="checkbox"/>		
4	Do not allow any open flames around equipment.	<input checked="" type="checkbox"/>		
5	Attach drain hose. Drain several gallons from tank to remove	<input checked="" type="checkbox"/>		
6	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.	<input checked="" type="checkbox"/>		
7	Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>		
8	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at	<input checked="" type="checkbox"/>		
9	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	<input checked="" type="checkbox"/>		
10	Clean sight glasses on tanks.	<input checked="" type="checkbox"/>		
11	Clean strainer, check condition of traps. Report and repair leaks.	<input checked="" type="checkbox"/>		
12	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	<input checked="" type="checkbox"/>		

9. If applicable, Remove and inspect Anode, replace if necessary
10. Clean up work area and remove trash.

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No c. The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For To be performed by: General Maintenance Worker
Additional Notes:

X (20)

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ICE MAKER

SITE AND BLDG #: PR-067 ~1

LOCATION/RM #: D46 WO# 8638 ASSET # 6824

MECHANIC
SIGNATURE:

DATE: 5/15/18

START TIME: 0830

FINISH TIME: 0900

ITEM #	ITEM DESCRIPTION	ITEM COMPLETED	NOTES TO TECHNICIAN	
			Y/N	N/R
1	Review manufacturer's instructions.			
2	De-energize, lock out, and tag electrical circuits.			
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.			
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.			
5	Only approved cleaning chemicals shall be used.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.			
2	Visually check for refrigerant, oil and water leaks.			
3	Inspect ice condition/size.			
4	As needed, drain and clean unit with proper ice machine cleaning solution.			
5	Check date on water filter. Replace as needed. Water filters should be changed annually at a minimum.			
6	Check and tighten any loose screw-type electrical connections.			
7	Check all controls; adjust if necessary.			
8	Examine water connection, open and close water valve, test ice dispensing valve and (door) metering adjustment.			
9	Check and clean ice machine draining system (drain vent, strainer, trap).			
10	Examine condition of bin doors/closure, hinges, gaskets, handles and ease of slide, lubricate as required. Check storage bin condition.			
11	Clean motor, compressor, and condenser coil.			

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:

BL

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: P0067-01

LOCATION/RM #: Boiler Room

WO# 8639

ASSET # 6832

MECHANIC
SIGNATURE: *John T. Johnson*

DATE: 5/6/13

START TIME: 8:00

FINISH TIME: 9:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

- 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
- 3 Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.
- 4 Do not allow any open flames around equipment.

- 1 Attach drain hose. Drain several gallons from tank to remove
- 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, gas and water. Tighten as necessary
- 4 Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at
- 5 Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.
- 6 Clean sight glasses on tanks.
- 7 Clean strainer, check condition of traps. Report and repair leaks.

- 8 Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.

N/A
N/A
N/A

124°

N/A

N/A

- 9 If applicable. Remove and inspect Anode, replace if necessary
- 0 Clean up work area and remove trash.

No 1. 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: General Maintenance Worker

Additional Notes:

Install hot

B10

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: PR 067-01

LOCATION/RM #: D.L. WO# 9638

ASSET # 6738

MECHANIC
SIGNATURE: *John*

DATE: 5/6/13

START TIME: 8:15

FINISH TIME: 9:00

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal	<input checked="" type="checkbox"/>		
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	<input checked="" type="checkbox"/>		
4	Do not allow any open flames around equipment.	<input checked="" type="checkbox"/>		
5	Attach drain hose. Drain several gallons from tank to remove	<input checked="" type="checkbox"/>		
6	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.	<input checked="" type="checkbox"/>		
7	Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>		
8	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at	<input checked="" type="checkbox"/>	NA	124°
9	Drain storage and expansion tanks, and flush to remove sediment, scale, and sludge at bottom of tank.	<input checked="" type="checkbox"/>	NA	
10	Clean sight glasses on tanks.	<input checked="" type="checkbox"/>	NA	
11	Clean strainer, check condition of traps. Report and repair leaks.	<input checked="" type="checkbox"/>	NA	
12	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	<input checked="" type="checkbox"/>	NA	

9 If applicable, Remove and inspect Anode, replace if necessary
10 Clean up work area and remove trash.

No. 11 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: General Maintenance Worker
Additional Notes:

Instant Hot

BL

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TIME CLOCK, LIGHTING

SITE AND BLDG #: P2067

LOCATION/RM #: G055,4 WO# 8633

ASSET # 2226

MECHANIC
SIGNATURE:
JGJSTART TIME:
0530

DATE: 5/6/68

FINISH TIME: 0530

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS OF 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	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.		✓	
4	Check physical connections.		✓	
5	Verify the timeclock configuration, ensure proper operation.		✓	
6	If applicable, check battery and replace as needed.		✓	PL

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: General Maintenance Worker

Additional Notes:

1 R

Photo CW

BR