

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FURNACE

ACTIVITY AND BLDG #: PA118

MECHANIC SIGNATURE: P. A. Banks DATE: 2/21/2023

LOCATION/RM #: \_\_\_\_\_ WO# 11833 ASSET # 3450

START TIME: 9:00am FINISH TIME: 10:45am

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                         |
| 1                                          | 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                                          | Replace air filter if applicable                                                                                                                            |               |    | changed filter 14x25x1 one                                              |
| 2                                          | Check the fire box liner or refractory for cracks and leaks.                                                                                                |               |    |                                                                         |
| 3                                          | Check smoke stack for obstructions, leaks, etc.                                                                                                             | ●             |    |                                                                         |
| 5                                          | Clean all fans and motors.                                                                                                                                  |               |    |                                                                         |
| 6                                          | Check operation of controls and safeties.                                                                                                                   |               |    |                                                                         |
| 7                                          | Lubricate as required.                                                                                                                                      |               |    | everything tested out                                                   |
| 8                                          | Check and clean plenum (clean cooling coils and check for leaks, if                                                                                         |               |    |                                                                         |
| 9                                          | Check all motors, belts, pulleys, shafts, etc. for alignment.                                                                                               |               |    |                                                                         |
| 10                                         | Report any rust issues and open a CM ticket                                                                                                                 |               |    |                                                                         |
| 11                                         | Remove lock outs and tags. Restore fuel and power supply.                                                                                                   | ●             |    |                                                                         |

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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**