

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: PA062

MECHANIC
SIGNATURE: *Pat B. Brown*

DATE: 11/9/2023

LOCATION/RM #:

WO# 14229

ASSET # 3402,3403

START TIME: 12:00PM

FINISH TIME: 2:00Pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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				
1	Replace air filter if applicable	●		 
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.	●		 
8	Check and clean plenum (clean cooling coils and check for leaks, if applicable)	●		 
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. Any repair cost exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the defect.

To be performed by: HVAC Technician

Additional Notes:

