

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FURNACE

 MECHANIC  
SIGNATURE:



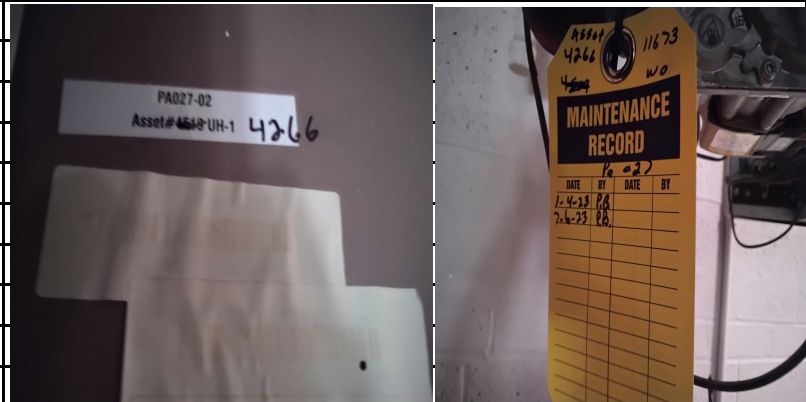
DATE: 7/6/2023

ACTIVITY AND BLDG #: PA027

LOCATION/RM #: WO# 13279 ASSET # 4266

START TIME: 11:00AM

FINISH TIME: 11:30AM

| 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  | ●             |    |  |
| 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   | ●             |    |  |
| 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:**