

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FURNACE

ACTIVITY AND BLDG #: PA063


MECHANIC
SIGNATURE*Pat Boardman*

DATE: 5/15/20224

LOCATION/RM #: WO# 15527 ASSET # 3395

START TIME: 9/00Am

FINISH TIME: 9/30am

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		●		
9	Check all motors, belts, pulleys, shafts, etc. for alignment.		●		
10	Report any rust issues and open a CM ticket		●	Out of service	
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: