



## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FURNACE

ACTIVITY AND BLDG #: NY052 BLDG2  
above offices  
 LOCATION/RM #: WO# 11852 ASSET # 3399

MECHANIC SIGNATURE:  DATE: 2/1/23  
 START TIME: 9am FINISH TIME: 9:30 am

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	✓			
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). Repairs 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: HVAC Technician

**Additional Notes:**

the filter on this unit has not been changed since August of 2019 I installed a new filter today