

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: **NY052 BLDG2****mezzanine**

LOCATION/RM #:

WO# 12673**ASSET # 3399****MECHANIC
SIGNATURE:****DATE: 5/19/23****START TIME: 1:30pm****FINISH TIME: 2pm**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		SPECIAL INSTRUCTIONS
		YES	NO	
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 INTERVAL				
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 materials). Any repair cost 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: