

## 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 COMPLETION	
		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 materials). 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:**