

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FURNACE**

ACTIVITY AND BLDG #: **NY052 BLDG2**LOCATION/RM #: **bldg2**      WO# **14203**      ASSET # **3399**MECHANIC  
SIGNATURE:DATE: **11/8/23**START TIME: **9am**FINISH TIME: **9:30am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
<b>TO BE PERFORMED AT EACH</b>				
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). Any repair exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, and Date performed.

To be performed by: HVAC Technician

**Additional Notes:**