

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: PA062

MECHANIC
SIGNATURE:

DATE: 8/15/2025

LOCATION/RM #: WO# 19566 ASSET # 3396

START TIME: 10:30AM

FINISH TIME: 11:15AM

| 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 SERVICE | | | | |
| 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. | ● | | bad control can't get parts to old needs new unit |
| 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 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: