

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

ACTIVITY AND BLDG #: PA063

MECHANIC  
SIGNATURE*Pat Borodum*

DATE: 11/21/2024

LOCATION/RM #: WO# 17003 ASSET # 3395

START TIME: 10:00AM

FINISH TIME: 10:30AM

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)   |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 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 INSPECTION SERVICE</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 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:**