

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FURNACE


ACTIVITY AND BLDG #: PA118

MECHANIC SIGNATURE: Pat Boehm DATE: 2/24/2025

LOCATION/RM #: _____ WO# 17714 ASSET # 3398

START TIME: 11:00AM

FINISH TIME: 12:00PM

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.	<div></div>			
TO BE PERFORMED AT EACH INSPECTION					
1	Replace air filter if applicable	<div></div>			
2	Check the fire box liner or refractory for cracks and leaks.	<div></div>			
3	Check smoke stack for obstructions, leaks, etc.	<div></div>			
5	Clean all fans and motors.	<div></div>			
6	Check operation of controls and safeties.	<div></div>			
7	Lubricate as required.	<div></div>			
8	Check and clean plenum (clean cooling coils and check for leaks, if	<div></div>			
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	<div></div>			
10	Report any rust issues and open a CM ticket	<div></div>			
11	Remove lock outs and tags. Restore fuel and power supply.	<div></div>			

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: