

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: PA118

MECHANIC
SIGNATURE:

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.	●	○	
TO BE PERFORMED AT EACH INSPECT				
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: