

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

ACTIVITY AND BLDG #: PA209

MECHANIC  
SIGNATURE:

DATE: 2/27/2025

LOCATION/RM #: WO# 17716 ASSET # 3445

START TIME: 12:30PM

FINISH TIME: 1:00PM

| 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 INSPECT</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:**