

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FURNACE

ACTIVITY AND BLDG #: WV005

MECHANIC


SIGNATURE: 

DATE: 21-MAY-2025

LOCATION/RM #: WO# 18639 ASSET # 3401

START TIME: 11AM

FINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INST					
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 VISIT					
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	●			
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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

Asset #3401 checks out well with no issues. Repairs made to duct
And resealed supply to furnace.
-AS

