

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, ELECTRIC**

**SITE AND BLDG #:** WV024

**MECHANIC  
SIGNATURE:**

*Brian M. Smith*

**DATE:** 1-30-2024

**LOCATION/RM #:** WO# 14669 **ASSET #** \_\_\_\_\_

**START TIME:** 730 **FINISH TIME:** 300PM

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(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 INSPECTION SERVICE |  |               |    |   |
| 1  | Check heater coils and assoicated piping for leaks or corrosion.   | ●             |    |   |
| 2  | Clean heating coil. Brush vaccum where accessible.   | ●             |    |   |
| 3  | Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections. | ●             |    | Assets-4135,4136,4137,4220,&4579  |
| 4  | Inspect fan for bent blades, unbalance, excessive noise and vibration.   | ●             |    |   |
| 5  | Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.   | ●             |    |   |
| 6  | Verify proper control by modulating the thermostat through complete cycle.   | ●             |    |   |
| 7  | Inspect unit for proper operation.and associated T-Stat  | ●             |    |   |
| 8  | Inspect unit for overall condition and recommend for replacement or other needed repairs.  | ●             |    |   |

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:** Assets 4136&4137 both have bad fan motors will send quote info.