

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST


UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: WV002

LOCATION/RM #: WO# 11684 ASSET # 4464

MECHANIC SIGNATURE: Brian M. Smith DATE: 1-3-2023

START TIME: 730 FINISH TIME: 300PM

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 INSPECTION SERVICE					
1	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	●			
2	Clean dirt from heater, vaccuming is preferred.	●			
3	Check operation of gas valve.	●			
4	Check for gas leaks.	●			
5	Check operation of thermostat.	●	●		
6	If applicable, replace primary air intake filter.	●			
7	As needed, clean spark electrode and reset gap, replace if necessary.	●			
8	Inspect flue pipe and connections.	●	●		
9	If applicable, inspect and clean outside air blower and blower intake.	●			
10	Inspect unit for proper operation.		●		
11	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 materials). 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: