

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

SITE AND BLDG #: Upper Marlboro MDeltLOCATION/RM #: Storage Area WO# 10552 ASSET # 2028MECHANIC  
SIGNATURE: DATE: 1/9/19START TIME: 9:00FINISH TIME: 10:10

CHECKPOINT DETAIL	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES	ACTIONS
		YES	NO		
<b>SPECIAL INSTRUCTIONS</b>					
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓			
2	Schedule shutdown with operating personnel.	✓			
3	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>ROUTINE MAINTENANCE</b>					
1	Check valve for full stroke operation in both directions, if applicable.	✓		good	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		good / no leaks visible	
3	Clean the coil with vacuum cleaner.	✓		done	
4	Comb the fins as needed.	✓		done/good	
5	Clean all fans and motors.	✓		done	
6	Check operation of controls and safeties.	✓		all good	
7	Lubricate as required.	✓		done	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		all good	

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: General Maintenance Worker

Additional Notes:

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

**SITE AND BLDG #:** Upper Marlboro MD016  
**LOCATION/RM #:** Mechanic's Room WO# 10552 ASSET # 2025

**MECHANIC**  
**SIGNATURE:** P. Stiles

**DATE:** 9/6/19

**START TIME:** 12:50

**FINISH TIME:** 1:55

ITEM		DESCRIPTION	NOTES
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	
1	Check heater coils and associated piping for leaks or corrosion.	✓	<u>Done</u> / No leaks visible
2	Clean heating coil. Brush vacuum where accessible.	✓	<u>Done</u>
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.	✓	<u>done/good</u>
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓	<u>good</u>
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓	<u>good</u>
6	Verify proper control by modulating the thermostat through complete cycle.	✓	<u>done/good</u>
7	Inspect unit for proper operation.	✓	<u>good</u>
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	<u>done/good</u>

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:**