

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

ACTIVITY AND BLDG #: **MD019 B-2**LOCATION/RM #: **WO# 18398 ASSET # 2058**MECHANIC  
SIGNATURE:DATE: **07/25/22**START TIME: **0900**FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.	/	/	heating side is still inop awaiting approval
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</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	/	/	
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:**