

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VEHICLE EXHAUST REMOVAL

SITE AND BLDG #: Riversdale MD020

MECHANIC SIGNATURE: [Signature] DATE: 9/11/19

LOCATION/RM #: Bedroom #2 WO# 10307 ASSET # 1552

START TIME: 2:20 FINISH TIME: 2:50

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.	✓	Bldg Vacuumed
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	Start and stop fan with local switch	✓	done
2	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓	done/good
3	Inspect, adjust belts and pulleys. Replace belt as needed.	✓	done
4	Clean dampers; lubricate pivot points (annually) and inspect linkages for tightness.	✓	done
5	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓	good
6	Clean fan as needed.	✓	done
7	Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.	✓	only has one pipe/tube on site
8	Repair as needed	✓	

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, INFRA-RED, RADIANT, GAS**

SITE AND BLDG #: Riversdale MD020  
 LOCATION/RM #: Bldg #2 WO# 10307 ASSET # 2091

MECHANIC  
SIGNATURE: [Signature]

DATE: 9/17/19

START TIME: 1:30

FINISH TIME: 2:20

CHECKLIST		COMPLETION		NOTES	
NO.	DESCRIPTION	YES	NO	DATE	TIME
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	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.	✓			No leaks detected
2	Clean dirt from heater. vacuuming is preferred.	✓			done
3	Check operation of gas valve.	✓			good
4	Check for gas leaks.	✓			No leaks detected
5	Check operation of thermostat.	✓			done
6	If applicable, replace primary air intake filter.		N/A		
7	As needed, clean spark electrode and reset gap, replace if necessary.		N/A		
8	Inspect flue pipe and connections.	✓			done / good
9	If applicable, inspect and clean outside air blower and blower intake.		N/A		
10	Inspect unit for proper operation.	✓			done
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓			

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To be performed by: HVAC Technician

**Additional Notes:**