

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VEHICLE EXHAUST REMOVAL**

**SITE AND BLDG #:** Riverdale MD2020

**LOCATION/RM #:** Building 1000 **WO#** 10307 **ASSET #** 1552  
#2

**MECHANIC  
SIGNATURE:**  
Tom Davis

**DATE:** 9/11/19

**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.	✓	<i>Bldg Vacated</i>
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	✓	<i>done</i>
2	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓	<i>done/good</i>
3	Inspect, adjust belts and pulleys. Replace belt as needed.	✓	<i>done</i>
4	Clean dampers; lubricate pivot points (annually) and inspect linkages for tightness.	✓	<i>done</i>
5	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓	<i>good</i>
6	Clean fan as needed.	✓	<i>done</i>
7	Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.	✓	<i>only has one pipe/tube on site</i>
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 #: *Riverdale MD020*  
LOCATION/RM #: *Bldg #2*    WO# *10307* ASSET # *2091*

MECHANIC  
SIGNATURE: *[Signature]*

DATE: *9/13/19*

START TIME: *1:30*

FINISH TIME: *2:20*

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 gsa/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.	✓	<i>No leaks detected done good</i>
2	Clean dirt from heater. vaccuming is preferred.	✓	<i>No leaks detected done</i>
3	Check operation of gas valve.	✓	
4	Check for gas leaks.	✓	
5	Check operation of thermostat.	✓	
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.	✓	<i>done / good</i>
9	If applicable, inspect and clean outside air blower and blower intake.	N/A	
10	Inspect unit for proper operation.	✓	<i>done</i>
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	

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To be perfomed by: HVAC Technician

**Additional Notes:**