

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

SITE AND BLDG #: NY023-121

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: 12/2/20

LOCATION/RM #: *Entire Interior*

START TIME: *104am*

FINISH TIME: *11am*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-121	10989	9296	PM-SA-9296				J-08 13-pc Unit Heater, Hot Water	
NY023-121	10990	9297	PM-SA-9297		HBS24S01	39103513-2407	J-08 6-pc Unit Heater, Hot Water	
NY023-121	10991	9298	PM-SA-9298		HBS63501		J-08 1-pc Unit Heater, Hot Water	
NY023-121	10992	9299	PM-SA-9299		HBS63501	39013613-2391	J-08 1-pc Unit Heater, Hot Water	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
<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>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
1	Check valve for full stroke operation in both directions, if applicable.	✓	/		
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓	/		

3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>		
4	Comb the fins as needed.	<input checked="" type="checkbox"/>		
5	Clean all fans and motors.	<input checked="" type="checkbox"/>		
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>		
7	Lubricate as required.	<input checked="" type="checkbox"/>		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>		

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:**

\* (cm) Thermostat (T-4) is not working properly not allowing three Asset # 9297 to work constantly.

\* (CM) Leaking Sprinkler Pipe Above the Gate.

