

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, INFRA-RED, RADIANT, GAS

**SITE AND BLDG #:** NY010-03

**MECHANIC SIGNATURE:** Bill Davis

**DATE:** 7/1/24

**LOCATION/RM #:**                      **WO#** 16068    **ASSET #** 4576

**START TIME:**                                              **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	•		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	•		
2	Clean dirt from heater, vaccuming is preferred.	•		
3	Check operation of gas valve.	•		
4	Check for gas leaks.	•		
5	Check operation of thermostat.	•		
6	If applicable, replace primary air intake filter.	•		
7	As needed, clean spark electrode and reset gap, replace if necessary.	•		
8	Inspect flue pipe and connections.	•		
9	If applicable, inspect and clean outside air blower and blower intake.	•		
10	Inspect unit for proper operation.	•		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	•		

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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**