

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, INFRA-RED, RADIANT, GAS**

<b>SITE AND BLDG #:</b>	NY 010 Bld#3	<b>MECHANIC SIGNATURE:</b>	Bill Davis	<b>DATE:</b>	1/5/23
<b>LOCATION/RM #:</b>	WO# 11696 ASSET # 4576	<b>START TIME:</b>	<b>FINISH TIME:</b>		
<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (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.	•			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**