

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY023-118

**MECHANIC
SIGNATURE:** *Deen Rowe*

DATE: *12/1/20*

LOCATION/RM #: *Various Places in Cage Area*

START TIME: *10Am*

FINISH TIME: *11Am*

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------------|--------------|--------------|-----------|---|----------------|
| NY023-118 | 6364 | 9267 | PM-SA-9267 | Vulcan | HV248 | HS2420-92 | J-08 9-pc Unit Heater, Hot Water various places | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 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. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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. | ✓ | | Leaks System has been Closed off |
| 3 | Clean the coil with vacuum cleaner. | ✓ | | |
| 4 | Comb the fins as needed. | ✓ | | |
| 5 | Clean all fans and motors. | ✓ | | |

| | | | | |
|---|---|-------------------------------------|-------------------------------------|--|
| 6 | Check operation of controls and safeties. | <input checked="" type="checkbox"/> | <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) Units are deteriorating needs to be replaced, had leaks last year winter.
 (CM) * Piping Also Damaged.
 (CM) * Front Water leaks Maybe Caused by Roof.

