

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

**SITE AND BLDG #:** NY023-118

**LOCATION/RM #:** Boiler Room / Entire Building

**MECHANIC**  
**SIGNATURE:** Dean Rose

**DATE:** 11/2/20

**START TIME:** 10:30

**FINISH TIME:** 12 pm

| Site Location | WO #  | Asset #    | PM #          | Manufacturer | Model Number | Serial #   | Asset Description                        | Asset Location |
|---------------|-------|------------|---------------|--------------|--------------|------------|--|----------------|
| NY023-118     | 10566 | 9279       | PM-QT-9279    |              |              |            | J-27 1-pc Water Heater Inventory Rm 1007 |                |
| NY023-118     | 10642 | 190917-151 | PMQ190917 151 | Rheem        | RTGH-95DVNL  | M161609399 | 1-pc Water Heater Boiler Room            |                |
|               |       |            |               |              |              |            |  |                |

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 always. 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.  | ✓             | /  |   |  |
| 4   | Comb the fins as needed.   | ✓             | /  |   |  |

|   |   |   |  |  |  |
|---|---|---|--|--|--|
| 5 | Clean all fans and motors.                                    | ✓ |  |  |  |
| 6 | Check operation of controls and safeties.                     | ✓ |  |  |  |
| 7 | Lubricate as required.  | ✓ |  |  |  |
| 8 | Check all motors, belts, pulleys, shafts, etc. for alignment. | ✓ |  |  |  |

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:**

\* Asset # 9271 in the building needs to replaced it has corrosion and was leaking last year.

