

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

SITE AND BLDG #: NY023-121

MECHANIC  
SIGNATURE:

*Deen Rowe*

DATE: 6/7/22

LOCATION/RM #: Building 121

START TIME: 11am

FINISH TIME: 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-121	17507	9296	PM-SA-9296	Modine			J-08 13-pc Unit Heater, Hot Water	
NY023-121	17508	9297	PM-SA-9297	Modine	HBS24S01	39103513-2407	J-08 6-pc Unit Heater, Hot Water	
NY023-121	17509	9298	PM-SA-9298	Modine	HBS63501		J-08 1-pc Unit Heater, Hot Water	
NY023-121	17510	9299	PM-SA-9299	Modine	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				
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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:**