

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY023-121

MECHANIC SIGNATURE: Deen Rowe

DATE: 12/2/19

LOCATION/RM #: Entire Building

START TIME: 11am

FINISH TIME: 11am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-121	6367	9296	PM-SA-9296				J-08 13-pc Unit Heater, Hot Water	
NY023-121	6368	9297	PM-SA-9297		HBS24S01	39103513-2407	J-08 6-pc Unit Heater, Hot Water	
NY023-121	6369	9298	PM-SA-9298		HBS63501		J-08 1-pc Unit Heater, Hot Water	
NY023-121	6370	9299	PM-SA-9299		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.		✓	
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.		✓	

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:**



Unit heaters are too high in the ceiling to access.