

**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:** 11:45am

**FINISH TIME:** 11:25am

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	
<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 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	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.		<input checked="" type="checkbox"/>	
4	Comb the fins as needed.		<input checked="" type="checkbox"/>	
5	Clean all fans and motors.		<input checked="" type="checkbox"/>	
6	Check operation of controls and safeties.		<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:**



Unit heaters are too  
high in the ceiling to  
access.