

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, STEAM OR HOT WATER

**SITE AND BLDG#:** NY023-123

**MECHANIC**

**SIGNATURE:** SIGNATURE ON FILE (DROWE)

**DATE:** 6/16/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-123	2-22593		PM-SA-9343					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
TO BE PERFORMED AT EACH INSPECTION SERVICE		
1	Check valve for full stroke operation in both directions	
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	
9	Treat all rusted areas with rust inhibitor and touch up paint	

**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:**