

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY023-123

MECHANIC
SIGNATURE: *Deen Rose*

DATE: 12/25/22

LOCATION/RM #: *Building 123*

START TIME: *1pm*

FINISH TIME: *2pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	20091	9341	PM-SA-9341	Modine			J-08 5-pc Unit Heater, Hot Water	
NY023-123	20092	9342	PM-SA-9342	Modine			J-08 2-pc Unit Heater, Hot Water	
NY023-123	20093	9343	PM-SA-9343	Modine			J-08 3-pc Unit Heater, Hot Water	
NY023-123	20094	9344	PM-SA-9344	Modine			J-08 5-pc Unit Heater, Hot Water	
NY023-123	20095	9345	PM-SA-9345	Modine			J-08 3-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:**

*CM - No heat in building 121 and 123 because of cracked heating coil, shut off heating supply and return.