

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

SITE AND BLDG #: NY023-124

**MECHANIC
SIGNATURE:**

DATE:

LOCATION/RM #:

START TIME: _____ **FINISH TIME:** _____

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-124	2594	9389		Carrier	FH4ANF001	0200A17068	J-06 1-pc Furnace	
NY023-124	3044	9389		Carrier	FH4ANF001	0200A17068	J-06 1-pc Furnace	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.				
2	Clean dirt from heater, vacuuming is preferred.				
3	Check operation of gas valve.				
4	Check for gas leaks.				
5	Check operation of thermostat.				
6	If applicable, replace primary air intake filter.				

7	As needed, clean spark electrode and reset gap, replace if necessary.			
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

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: HVAC Technician **Additional Notes:**