

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE**

SITE AND BLDG #: NY023-124

MECHANIC
SIGNATURE: *Chris Wade*

DATE: *9/3/19*

LOCATION/RM #:

START TIME: *9:30 am*

FINISH TIME: *10:30 am*

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|-------------------|----------------|
| NY023-124 | 5199 | 9389 | | | | | J-06 1-pc Furnace | |
| NY023-124 | 5417 | 9389 | | | | | 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 | | | | |
| 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. | | n/a | |
| 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. | ✓ | | |

