

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

SITE AND BLDG #: NY023-124

**MECHANIC
SIGNATURE:** *DETEN LOWE*

DATE: *9/3/21*

LOCATION/RM #: *Mechanical Room*

START TIME: *1 pm*

FINISH TIME: *1:30 pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-124	14580	9389	PM-FQT-9389	Carrier	FH4ANF001	0200A17068	J-06 1-pc Furnace	
NY023-124	14773	9389	PM-SA-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				
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	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	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.	/	A	
2	Clean dirt from heater, vacuuming is preferred.	✓	/	

3	Check operation of gas valve.	<input checked="" type="checkbox"/>	A	
4	Check for gas leaks.	<input checked="" type="checkbox"/>	A	
5	Check operation of thermostat.	<input checked="" type="checkbox"/>		
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>	A	
7	As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>	A	

* Does not use Gas, only uses electrical heat.



8	Inspect flue pipe and connections.	<i>N</i>	<i>A</i>	
9	If applicable, inspect and clean outside air blower and blower intake.	<i>N</i>	<i>A</i>	
10	Inspect unit for proper operation.	<i>V</i>		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<i>✓</i>		

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:**