

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FURNACE**

SITE AND BLDG #: NY023-124

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: *6/6/22*

LOCATION/RM #: *Mechanical Room*

START TIME: *8 Am*

FINISH TIME: *830 Am*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-124	17327	9389	PM-FQT-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	<i>Electric Heat</i>	
2	Clean dirt from heater, vacuuming is preferred.	✓			
3	Check operation of gas valve.	✓	A		
4	Check for gas leaks.	✓	A		
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.	✓	A		

8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:**