

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## FURNACE

SITE AND BLDG #: NY023-124

MECHANIC SIGNATURE: Deen Rowe

DATE: 9/7/22

LOCATION/RM #: Mechanical Room

START TIME: 8Am

FINISH TIME: 9Am

| Site Location | WO #  | Asset # | PM #        | Manufacturer | Model Number | Serial #   | Asset Description | Asset Location |
|---------------|-------|---------|-------------|--------------|--------------|------------|-------------------|----------------|
| NY023-124     | 19116 | 9389    | PM-SA-9389  | Carrier      | FH4ANF001    | 0200A17068 | J-06 1-pc Furnace |                |
| NY023-124     | 18872 | 9389    | PM-FQT-9389 | Carrier      | FH4ANF001    | 0200A17068 | J-06 1-pc Furnace |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:<br>1. Remove access panels if applicable.<br>2. Check the fire box liner or refractory for cracks and leaks.<br>3. Check all gas lines for leaks. Repair as needed. | N             | A  |   |
| 2  | Clean dirt from heater, vacuuming is preferred.  | ✓             |    |   |
| 3  | Check operation of gas valve.  | N             | A  |   |
| 4  | Check for gas leaks.   | N             | 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.  | N             | A  |   |

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

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:**

\* Electric heat not Gas/oil.  
 \* Building Not Occupied.

