PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Unit Heater

SITE AND BLDG#: NY023-124 **MECHANIC SIGNATURE:** *SIGNATURE ON FILE (Rodon)* **DATE:** 9/6/2023

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-124	2-23944		PM-FQT-9389					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
TO BE PERFORMED AT EACH INSPECTION SERVICE		
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.	
4	Check valve for full stroke operation in both directions, if applicable.	
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	
6	Clean the coil with vacuum cleaner.	
7	Comb the fins as needed.	
8	Clean all fans and motors.	
9	Check operation of controls and safeties.	
10	Lubricate as required.	
11	Check all motors, belts, pulleys, shafts, etc. for alignment.	

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: General Maintenance Worker

Additional Notes: