

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

HOT AIR FURNACE

SITE AND BLDG#: NY023-124

MECHANIC

SIGNATURE: *SIGNATURE ON FILE (Rodon)*

DATE: 9/8/2023

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-124	2-24204		PM-SA-9389					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
TO BE PERFORMED AT EACH INSPECTION SERVICE		
1	Remove furnace ends and access panels if applicable	
2	Check the fire box liner or refractory for cracks and leaks	
3	Check smoke stack for obstructions, leaks, etc	
4	Clean bottom of smoke stack (breaching)	
5	Clean all fans and motors	
6	Check operation of controls and safeties	
7	Lubricate as required	
8	Check and clean plenum (clean cooling coils and check for leaks, if equipped)	
9	Replace furnace and access panels ends if removed	
10	Check all motors, belts, pulleys, shafts, etc for alignment	
11	Treat all rusted areas with rust inhibitor and touch up paint	
12	Remove lock outs and tags Restore fuel and power supply	

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: