

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FURNACE-FORCED AIR, GAS**

ACTIVITY AND BLDG #: NY023-124MECHANIC  
SIGNATURE: DEEW POWEDATE: 12/08/20LOCATION: Mechanical RoomSTART TIME: 9AMFINISH TIME: 10AMMANUFACTURER:MODEL #:SERIAL #:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-124	10771	9389	PM-FQT-9389	Carrier	FH4ANF001	0200A17068	J-06 1-pc Furnace	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS		
		YES	NO	TO BE PERFORMED AT EACH INSPECTION SERVICE		
1	Verify Filter Condition If clogged prior to scheduled change, change filter immediately. Label date on all filter installations.	✓				
2	Inspect fuel system for leaks.	✓				
3	Check burner operation through a complete cycle by turning thermostat to proper setting; adjust if necessary.	✓				
4	Check burner flame for proper color; adjust as required.	—	—			
5	Inspect and clean firebox.	—	—			
6	Check condition of flue pipe, damper and stack.	—	—			
7	Clean coils. Use cleaning solvent that is approved by equipment manufacturer. Clean blower wheels when coils are cleaned.	—	—			
8	Inspect motor for excessive heat, noise, and vibration.	✓				
9	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓				
10	Lubricate motor and shaft bearings.	✓				

11	Inspect, adjust belts and pulleys. Replace belt as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
13	Check heat exchanger, combustion chamber, burner, and flue for deterioration, leaks, moisture problems, condensation, and combustion products. Clean, repair, or replace as needed to ensure proper operation.	—	—	
14	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		
15	Inspect for rust and corrosion. Apply paint where applicable.	✓		
16	Inspect exterior piping and valves for leaks; tighten connections as required.	—	—	
17	Check all structural components; tighten bolts, nuts, and supports as required.	✓		
18	Inspect for waterlogged, loose, torn, or missing insulation. Repair as needed.	✓		
19	Inspect controls and unit for proper operation.	✓		
20	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		

**Additional Notes:**

- \* This is not a typical furnace it has no coil, or it does not use gas for heat, or has Refrigeration.
- It gets heat from an Electric Coil in the Ductwork.