

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY023-124

MECHANIC SIGNATURE: *Dean Rowe*

DATE: *2/5/20*

LOCATION/RM #: *Mechanical Room*

START TIME: *10am*

FINISH TIME: *12:30pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-124	7169	9398	PM-QT-9398	Rheem	81V30D D	RH 0401F19404	J-27 1-pc Water Heater Inventory Rm 1007	

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	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.	—	—	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.	—	—	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	—	—	
3	Clean the coil with vacuum cleaner.	—	—	
4	Comb the fins as needed.	—	—	

5	Clean all fans and motors.	—	—	
6	Check operation of controls and safeties.	—	—	
7	Lubricate as required.	—	—	
8	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:**

* This unit heater / water heater is not being used because the building is not be occupied by anyone
Since the last cleaning the water has been kept off

