

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY023-330

LOCATION/RM #: Boiler Room

**MECHANIC
SIGNATURE:** *Deen Rose*

DATE: 2/12/20

START TIME: 3:30 pm

FINISH TIME: 4:00 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-330	7184	9596	PM-QT-9596	Ultra Superstor	SSU-60	C07L21325	J-27 1-pc Water Heater Inventory Rm A003	

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:**

FDNY (Fire Department of New York) is now responsible for the building 330 boiler room, they switched the 99 key to their own key, we no longer have access to the mechanical room / boiler room for building 330.