

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: [NY030N01](#)

MECHANIC
SIGNATURE: [James R Groft](#)

DATE: [01/20/2026](#)

LOCATION/RM #: [WO#20849](#) **ASSET #** [4615](#)

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule shutdown with operating personnel.	X		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	X		       
2	Clean the coils	X		       
3	Comb the fins as needed.	X		       
4	Clean all fans and motors.	X		       
5	Check operation of controls and safeties.	X		       
6	Lubricate as required.	X		       
7	Check all motors, belts, pulleys, shafts, etc. for alignment.	X		       

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: