

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FURNACE

**ACTIVITY AND BLDG #:** NY052N02
**MECHANIC SIGNATURE:** James R Groft Jr
**DATE:** 12/02/2024

**LOCATION/RM #:** WO#17006
**ASSET #** 3399
**START TIME:** \_\_\_\_\_
 **FINISH TIME:** \_\_\_\_\_

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)              |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|--------------------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                                      |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                                      |
| 1                                          | 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                                          | Replace air filter if applicable                                                                                                                            | X             |    |  |
| 2                                          | Check the fire box liner or refractory for cracks and leaks.                                                                                                | X             |    |                                                                                      |
| 3                                          | Check smoke stack for obstructions, leaks, etc.                                                                                                             | X             |    |                                                                                      |
| 5                                          | Clean all fans and motors.                                                                                                                                  | X             |    |                                                                                      |
| 6                                          | Check operation of controls and safeties.                                                                                                                   | X             |    |                                                                                      |
| 7                                          | Lubricate as required.                                                                                                                                      | X             |    |                                                                                      |
| 8                                          | Check and clean plenum (clean cooling coils and check for leaks, if                                                                                         | X             |    |                                                                                      |
| 9                                          | Check all motors, belts, pulleys, shafts, etc. for alignment.                                                                                               | X             |    |                                                                                      |
| 10                                         | Report any rust issues and open a CM ticket                                                                                                                 | X             |    |                                                                                      |
| 11                                         | Remove lock outs and tags. Restore fuel and power supply.                                                                                                   | 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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**