CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: NY052N02

MECHANIC SIGNATURE: James R Groft Jr **DATE:** 02/19/2025

LOCATION/RM #: **WO#** 17715 **ASSET #** 3399 **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	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 perfomed by: HVAC Technician

Additional Notes: