

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

**SITE AND BLDG #:** NY058-02

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-02	3923	10153					J-08 6-pc Unit Heater, Hot Water	

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:**

