

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY058-02

MECHANIC
SIGNATURE:

Michael Wolff

DATE

6/28/19

LOCATION/RM #:

START TIME:

7am

FINISH TIME:

2pm

| 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. | | | |

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|---|---|--|--|--|
| 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:**

