

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: NY058-07

LOCATION/RM #: Entire Building

**MECHANIC
SIGNATURE:** Deen Rose

DATE: 1/2/20

START TIME: 9 Am

FINISH TIME: 10 Am

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|-------------|--------------|--------------|----------|---------------------------------|----------------|
| NY058-07 | 6266 | 10213 | PM-SA-10213 | Dayton | 2YU59 | | J-08 2-pc Unit Heater, Electric | |
| | | | | | | | | |
| | | | | | | | | |

| 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 | 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 heater coils and associated piping for leaks or corrosion. | ✓ | | |
| 2 | Clean heating coil. Brush vacuum where accessible. | ✓ | | |
| 3 | Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections. | ✓ | | |
| 4 | Inspect fan for bent blades, unbalance, excessive noise and vibration. | ✓ | | |

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|---|---|-------------------------------------|--------------------------|--------------------------|--|
| 5 | Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | Verify proper control by modulating the thermostat through complete cycle. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | Inspect unit for proper operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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: HVAC Technician **Additional Notes:**

