

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

**SITE AND BLDG #:** NY058-104

**LOCATION/RM #:** Various places 1<sup>st</sup> and 2<sup>nd</sup> floor

**MECHANIC**  
**SIGNATURE:** Dean Rowc

**DATE:** 11/20/20

**START TIME:** 10AM

**FINISH TIME:** 1130AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	10464	10323	PM-QT-10323	Rheem	ES120-36-G		J-27 1-pc Water Heater Inventory RM 227	
NY058-104	10465	10324	PM-QT-10324	Rheem	ES120-36-G		J-27 1-pc Water Heater Inventory RM 227	
NY058-104	10466	10325	PM-QT-10325	Rheem	ES120-36-G		J-27 1-pc Water Heater Inventory RM 227	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	<input checked="" type="checkbox"/>		
5	Clean all fans and motors.	<input checked="" type="checkbox"/>		
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>		
7	Lubricate as required.	<input checked="" type="checkbox"/>		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" 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: General Maintenance Worker **Additional Notes:**

*\*CM* - One of the Unit heaters on the 1<sup>st</sup> floor near the offices has no power  
 - One of the Unit heaters on the 2<sup>nd</sup> floor in the stairwell valve is not operating properly.

