

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

SITE AND BLDG #: NY058-104

MECHANIC  
SIGNATURE: *Deen Rose*

DATE: *6/22/22*

LOCATION/RM #: *Building 104*

START TIME: *8 AM*

FINISH TIME: *11 AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	17425	10252	PM-SA-10252	Sterling	HS-108A	D1000999398 0 04001	J-08 9-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		
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:**