

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

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

**LOCATION/RM #:** Building 104

**MECHANIC**  
**SIGNATURE:** *Deen Rowe*

**DATE:** 12/29/22

**START TIME:** 8AM

**FINISH TIME:** 11AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	20004	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	
<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.	✓	/		

5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<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: General Maintenance Worker **Additional Notes:**