

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

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

**MECHANIC  
SIGNATURE:**

*Deen Rowe*

**DATE:** 12/29/22

**LOCATION/RM #:** Building 104

**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<br>0 04001 | J-08 9-pc Unit Heater,<br>Hot Water |                |
|               |       |         |             |              |              |                        |                                     |                |
|               |       |         |             |              |              |                        |                                     |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                                    | ✓ | <del>✓</del> |  |
| 6 | Check operation of controls and safeties.                     | ✓ | <del>✓</del> |  |
| 7 | Lubricate as required.  | ✓ | <del>✓</del> |  |
| 8 | Check all motors, belts, pulleys, shafts, etc. for alignment. | ✓ | <del>✓</del> |  |

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:**