

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, INFRA-RED, RADIANT, GAS**

|                  |                        |                     |              |
|------------------|------------------------|---------------------|--------------|
| SITE AND BLDG #: | NY065-01               | MECHANIC SIGNATURE: | Bill Davis   |
|                  | 4350                   |                     | DATE: 7/2/24 |
| LOCATION/RM #:   | WO# 16053 ASSET # 4628 | START TIME:         | FINISH TIME: |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
|  |  | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |  |               |    |   |
| 1  | 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  | For gsa/oil heaters:<br>1. Remove access panels if applicable.<br>2. Check the fire box liner or refractory for cracks and leaks.<br>3. Check all gas lines for leaks. Repair as needed. | •             |    |   |
| 2  | Clean dirt from heater, vaccuming is preferred.  | •             |    |   |
| 3  | Check operation of gas valve.  | •             |    |   |
| 4  | Check for gas leaks.   | •             |    |   |
| 5  | Check operation of thermostat.   | •             |    |   |
| 6  | If applicable, replace primary air intake filter.  | •             |    |   |
| 7  | As needed, clean spark electrode and reset gap, replace if necessary.  | •             |    |   |
| 8  | Inspect flue pipe and connections.   | •             |    |   |
| 9  | If applicable, inspect and clean outside air blower and blower intake.   | •             |    |   |
| 10   | Inspect unit for proper operation.   | •             |    |   |
| 11   | Inspect unit for overall condition and recommend for replacement or other needed repairs.  | •             |    |   |

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:**