

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: NY070-04

MECHANIC

SIGNATURE: James R GroftDATE: 01/29/2026LOCATION/RM #: WO#20848 ASSET #4577

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	X		
2	Clean dirt from heater, vaccuming is preferred.	X		
3	Check operation of gas valve.	X		
4	Check for gas leaks.	X		
5	Check operation of thermostat.	X		
6	If applicable, replace primary air intake filter.	X		
7	As needed, clean spark electrode and reset gap, replace if necessary.	X		
8	Inspect flue pipe and connections.	X		
9	If applicable, inspect and clean outside air blower and blower intake.	X		
10	Inspect unit for proper operation.	X		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: