

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: PA027

MECHANIC SIGNATURE: *P. J. & B. Barber*

DATE: 1/4/2023

LOCATION/RM #: WO#11656 ASSET # 4366

START TIME: 9:30AM

FINISH TIME: 12:00PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
1	Schedule shutdown with operating personnel.	•		
2	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 signs of abnormal wear and leaks. Replace packing if needed.	•		
2	Clean the coils	•		
3	Comb the fins as needed.	•		
4	Clean all fans and motors.	•		
5	Check operation of controls and safeties.	•		
6	Lubricate as required.	•		
7	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: