

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

SITE AND BLDG #: NY127-02

MECHANIC  
SIGNATURE: 

DATE: 6/26/23

LOCATION/RM #: Work Bay WO# 22695 ASSET # PMQ190917699

START TIME: 1345

FINISH TIME: 1410

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |               |    |   |
| 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             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 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. | 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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**