

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, ELECTRIC**

MECHANIC  
SIGNATURE: 

DATE: 1/22/24

SITE AND BLDG #: WV005

LOCATION/RM #: WO# 14677 ASSET # 4573

START TIME: 2PM

FINISH TIME: 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED YES <input checked="" type="checkbox"/>	SPECIAL INSTRUCTIONS	
			TO BE PERFORMED AT EACH	REASON
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.	<input checked="" type="checkbox"/>		
1	Check heater coils and associated piping for leaks or corrosion.	<input checked="" type="checkbox"/>		
2	Clean heating coil. Brush vacuum where accessible.	<input checked="" type="checkbox"/>		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	<input checked="" type="checkbox"/>		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>		
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="checkbox"/>		
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>		
7	Inspect unit for proper operation and associated T-Stat	<input checked="" type="checkbox"/>		
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		



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:**

Reznor unit heaters check out with no issues.  
-AS