

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

SITE AND BLDG #: **WV002**LOCATION/RM #: **WO#13273 ASSET # 4165**MECHANIC  
SIGNATURE:DATE: **7-6-2023**START TIME: **730**FINISH TIME: **330PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.	<input checked="" type="radio"/>	<input type="radio"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check heater coils and associated piping for leaks or corrosion.	<input checked="" type="radio"/>	<input type="radio"/>	
2	Clean heating coil. Brush vacuum where accessible.	<input checked="" type="radio"/>	<input type="radio"/>	
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="radio"/>	<input type="radio"/>	
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="radio"/>	<input type="radio"/>	
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="radio"/>	<input type="radio"/>	
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="radio"/>	<input type="radio"/>	
7	Inspect unit for proper operation and associated T-Stat	<input checked="" type="radio"/>	<input type="radio"/>	
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="radio"/>	<input type="radio"/>	

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:** Sorry but my picture of this unit  
is way out of focus.