

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

<b>SITE AND BLDG #:</b>	PA035	<b>MECHANIC SIGNATURE:</b> <i>Peter J. Bourke</i>	<b>DATE:</b> 1/6/2023
<b>LOCATION/RM #:</b>	WO#11677 ASSET # 4267	<b>START TIME:</b> 9:30Am	<b>FINISH TIME:</b> 12:00PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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:**