





## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

SITE AND BLDG #: PA027MECHANIC  
SIGNATURE:DATE: 1/2/2024LOCATION/RM #: \_\_\_\_\_ WO# 14646 ASSET # See notesSTART TIME: 10:30AMFINISH TIME: 1:00PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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				
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 materials) and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Asset 3959,3960,3983,4023

For any deficiencies found