

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: PA027

MECHANIC
SIGNATURE:

DATE: 1/3/2024

LOCATION/RM #: WO# 14663 ASSET # See notes

START TIME: 10:00AM

FINISH TIME: 1:30PM

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 shall not exceed \$250 in direct labor and direct materials for any one deficiency. 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:

ASSET4104,4107,4134,4365,4366 -4366Needs new coil for f