

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

MECHANIC
SIGNATURE:

Pat Benken


DATE: 7/12/2023

SITE AND BLDG #: PA062

LOCATION/RM #: WO# 13264 ASSET # 4333

START TIME: 12:30PM

FINISH 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 SERVICE | | | | |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: