

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

SITE AND BLDG #: PA062

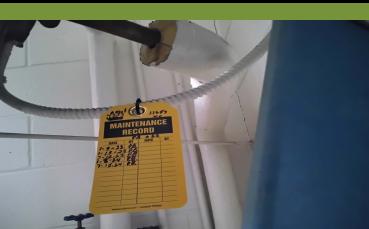
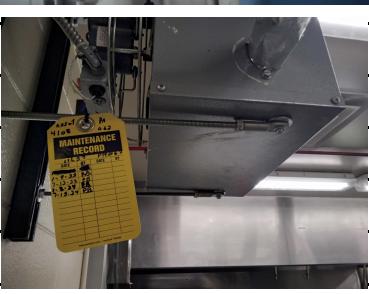
MECHANIC  
SIGNATURE:

DATE: 7/15/2024

LOCATION/RM #: WO# 16031 ASSET # See notes

START TIME: 11:00AM

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). If any repair is identified that exceeds \$250, the technician shall open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and description of the repair.

To be performed by: General Maintenance Worker

**Additional Notes:** Assets 4108,4109,4110,4333,4334,4335