

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

SITE AND BLDG #: PA118


MECHANIC  
SIGNATURE:*Pat Boardman*

DATE: 1/17/2024

LOCATION/RM #: WO# 14645 ASSET # See note

START TIME: 8:00AM

FINISH TIME: 11:00AM

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 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: Asset,3956,4330,4331,4332,4367,4368,451

4331 needs a new fan motor