

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

SITE AND BLDG #: PA118

MECHANIC  
SIGNATURE:

DATE: 7/3/2024

LOCATION/RM #: WO# 16012 ASSET # See notes

START TIME: 12:00PM

FINISH TIME: 2:30PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	●		
<b>TO BE PERFORMED AT EACH INSPECTION</b>				
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). Any repair exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the repair.

To be performed by: General Maintenance Worker

**Additional Notes:**

Asset4330,4331,4332,4367,4368,452

Asset4331 need to get quote on new fan motor

