

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: VA033

MECHANIC
SIGNATURE: 

DATE: 8/9/23

LOCATION/RM #: WO# 13594 ASSET # 7070

START TIME: 1PM

FINISH TIME: 2PM

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		N/A	
3	Comb the fins as needed.		N/A	
4	Clean all fans and motors.		N/A	
5	Check operation of controls and safeties.	●		
6	Lubricate as required.		N/A	
7	Check all motors, belts, pulleys, shafts, etc. for alignment.		N/A	



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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: