

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

 MECHANIC
SIGNATURE:



DATE: 7/10/24

SITE AND BLDG #: VA012

LOCATION/RM #: WO# 16043 ASSET # 4524

START TIME: 11AM

FINISH TIME: 12PM

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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

The other set of Trane Unit Heaters are working well with no issues.
-AS