

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: VA039

MECHANIC
SIGNATURE:


DATE: 7/15/24

LOCATION/RM #: WO# 16060 ASSET # 4626

START TIME: 11AM

FINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION	
		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:

Hot water Unit Heates check out well.
-AS