

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WV035LOCATION/RM #: WO#13255 ASSET # 4077
4078MECHANIC
SIGNATUREDATE: 7-17-2023START TIME: 800FINISH TIME: 330

CHECK POINT	CHECKPOINT DESCRIPTION	4549	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
			YES	NO	
SPECIAL INSTRUCTIONS					
1	Schedule shutdown with operating personnel.		<input checked="" type="radio"/>		
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.		<input checked="" type="radio"/>		ASSETTS-4158,43 60,4394,43954428
TO BE PERFORMED AT EACH INSPECTION					
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		<input checked="" type="radio"/>		4584,4620,
2	Clean the coils		<input checked="" type="radio"/>		
3	Comb the fins as needed.		<input checked="" type="radio"/>		
4	Clean all fans and motors.		<input checked="" type="radio"/>		
5	Check operation of controls and safeties.		<input checked="" type="radio"/>		
6	Lubricate as required.		<input checked="" type="radio"/>		
7	Check all motors, belts, pulleys, shafts, etc. for alignment.		<input checked="" type="radio"/>		

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: