

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

<b>SITE AND BLDG #:</b> <u>NY070N02</u>		<b>MECHANIC SIGNATURE:</b> <u>James R Groft Jr</u>		<b>DATE:</b> <u>01/29/2024</u>
<b>LOCATION/RM #:</b> <u>WO# 14687 ASSET # 4364</u>		<b>START TIME:</b>		<b>FINISH TIME:</b>
<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>		
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="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>		
2	Clean the coils	<input checked="" type="checkbox"/>		
3	Comb the fins as needed.	<input checked="" type="checkbox"/>		
4	Clean all fans and motors.	<input checked="" type="checkbox"/>		
5	Check operation of controls and safeties.	<input checked="" type="checkbox"/>		
6	Lubricate as required.	<input checked="" type="checkbox"/>		
7	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>		

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:**

Assets 4374, 4376, 4377, 4378, 4387, 4388  
 4389, 4528, 4553, 4592