

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY030 BLDG1

LOCATION/RM #: assembly hall WO# 11699 ASSET # 4615

MECHANIC
SIGNATURE: 

DATE: 1/12/23

START TIME: 9am

FINISH TIME: 9:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
SPECIAL INSTRUCTIONS				
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"/>		
TO BE PERFORMED AT EACH INSPECTION SET				
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"/>		the controls did not function properly
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:

I am requesting a work order to be opened,
 to resolve the problem with these units