

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

SITE AND BLDG #: NY052 BLDG1


MECHANIC  
SIGNATURE: 

DATE: 1/12/23

LOCATION/RM #: BLDG1 WO# 11668 ASSET # 4166,4168,  
4216,4512,

START TIME: 12pm

FINISH TIME: 1pm

CHECK POINT	CHECKPOINT DESCRIPTION	4567	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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

these units are all hot water