

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

SITE AND BLDG #: **NY052 BLDG1**LOCATION/RM #: **assembly hall** WO# **13274** ASSET # **4166,4168, 4216,4512,**MECHANIC  
SIGNATURE:DATE: **7/27/23**START TIME: **9am**FINISH TIME: **10am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>4567</b>				
	<b>SPECIAL INSTRUCTIONS</b>			
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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION</b>				
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 materials) 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:**