

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

**SITE AND BLDG #:** NY067 BLDG1

**MECHANIC  
SIGNATURE:** 

**DATE:** 1/10/23

**LOCATION/RM #:** BLDG1 **WO#** 19800 **ASSET #** see below

**START TIME:** 7am

**FINISH TIME:** 8am

CHECK POINT	CHECKPOINT DESCRIPTION	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 SERVICE				
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:**

ASSET#'S  
190917-,  
423,424,  
425,426,  
427,428,  
429,  
10557