

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER


SITE AND BLDG #: NY070 BLDG1

**MECHANIC
SIGNATURE:**
DATE: 1/9/23

LOCATION/RM #: BLDG1 **WO#** 11674 **ASSET #** 4605

START TIME: 9:15am

FINISH TIME: 9:45am

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					
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: