

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: NY070 BLDG1


MECHANIC
SIGNATURE: 

DATE: 8/7/23

LOCATION/RM #: bldg1 WO# 13280 ASSET # 4224,4245,
4250,4491,

START TIME: 8:30am

FINISH TIME: 9am

CHECK POINT	CHECKPOINT DESCRIPTION	4605	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
			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						
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"/>			
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: