

**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	
<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 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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**