

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

SITE AND BLDG #: **NY126 BLDG1**MECHANIC  
SIGNATURE: DATE: **1/27/23**LOCATION/RM #: **BLDG1** WO# **11669** ASSET # **see below**START TIME: **8:30am**FINISH TIME: **9am**

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.	<input checked="" type="checkbox"/>	<input 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"/>	<input 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"/>	<input type="checkbox"/>	
2	Clean the coils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input 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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

WO#'S,  
 4169,  
 4218,  
 4351,  
 4522,  
 4574