

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: NY126 BLDG2


MECHANIC
SIGNATURE: _____

DATE: 1/27/23

LOCATION/RM #: BLDG2 WO# 11686 ASSET # 4485,
4488,

START TIME: 10:45am

FINISH TIME: 11:30am

CHECK POINT	CHECKPOINT DESCRIPTION	4527 TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTION					
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 INSPEC					
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 materials) and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: