

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: **NY126 BLDG2**

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

MECHANIC
SIGNATURE:DATE: **1/27/23**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). Any repair 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: