

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

MECHANIC  
SIGNATURE:



DATE: 1/13/25

SITE AND BLDG #: VA012

LOCATION/RM #: WO# 17570 ASSET # 9018

START TIME: 9AM

FINISH TIME: 11AM

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                         |
| 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 INSPECTION SERVICE |                                                                                                                                                             |               |    |                                                                         |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

Hot water unit heater check out well with no issues.

-AS