

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

SITE AND BLDG #: VA012

MECHANIC

SIGNATURE: 

DATE: 10-JUL-2025

LOCATION/RM #:      WO# 19436      ASSET # 9014

START TIME: 11AM

FINISH TIME: 12PM

| 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 |                                                                                                                                                             |               |    |                                                                         |
| 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:

Asset #9041 should be #9014. PM complete  
-AS