

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, INFRA-RED, RADIANT, GAS**

MECHANIC  
SIGNATURE:



DATE: 1/16/25

SITE AND BLDG #: VA012

LOCATION/RM #: WO# 17571 ASSET # 9041

START TIME: 1PM

FINISH TIME: 3PM

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                          | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                          |               |    |                                                                         |
| 1                                          | 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                                          | For gsa/oil heaters:<br>1. Remove access panels if applicable.<br>2. Check the fire box liner or refractory for cracks and leaks.<br>3. Check all gas lines for leaks. Repair as needed. | ●             |    |                                                                         |
| 2                                          | Clean dirt from heater, vaccuming is preferred.                                                                                                                                          | ●             |    |                                                                         |
| 3                                          | Check operation of gas valve.                                                                                                                                                            | ●             |    |                                                                         |
| 4                                          | Check for gas leaks.                                                                                                                                                                     | ●             |    |                                                                         |
| 5                                          | Check operation of thermostat.                                                                                                                                                           | ●             |    |                                                                         |
| 6                                          | If applicable, replace primary air intake filter.                                                                                                                                        | ●             |    |                                                                         |
| 7                                          | As needed, clean spark electrode and reset gap, replace if necessary.                                                                                                                    | ●             |    |                                                                         |
| 8                                          | Inspect flue pipe and connections.                                                                                                                                                       | ●             |    |                                                                         |
| 9                                          | If applicable, inspect and clean outside air blower and blower intake.                                                                                                                   | ●             |    |                                                                         |
| 10                                         | Inspect unit for proper operation.                                                                                                                                                       | ●             |    |                                                                         |
| 11                                         | Inspect unit for overall condition and recommend for replacement or other needed repairs.                                                                                                | ●             |    |                                                                         |

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: HVAC Technician

**Additional Notes:**

Heater in wash bay checks out well with no issues.  
-AS