

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

SITE AND BLDG #: VA012

MECHANIC
SIGNATURE: 

DATE: 11-JUL-2025

LOCATION/RM #: WO# 19437 ASSET # 9049

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTR				
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				
1	For gsa/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

4 piece tube heaters are working well with no issues.

Also under asset #9041, #9042, #9043, #9044, #9045, #9046, #9047, #9050 , and #9051.

All part of same work order. Duplicated.

-AS