

REVIEWED

By Michael Merchan at 11:16 am, Feb 11, 2019

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, WATER****SITE AND BLDG #: VA009-01****MECHANIC
SIGNATURE:****DATE:**

2/11/19

LOCATION/RM #:**START TIME:**

10am

FINISH TIME:

12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA009-01	7243	1582		GE			J-1502000-27 1-pc Water Heater Room 127	
VA009-01	7243	1583		STATE	S8682	GE Q471255404	J-1502000-27 1-pc Water Heater 40 Gal Room 135	
VA009-02	7244	1585			Carrier		J-1502000-27 4-pc Water Heater Pump House	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Schedule shutdown with operating personnel.			
3	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 full stroke operation in both directions, if applicable.			
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			

3	Clean the coil with vacuum cleaner.			
4	Comb the fins as needed.			
5	Clean all fans and motors.			
6	Check operation of controls and safeties.			
7	Lubricate as required.			
8	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:**