

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, HOT WATER

SITE AND BLDG #: VA012-01

MECHANIC  
SIGNATURE: *Andy Bid*

DATE: 5-2-19

LOCATION/RM #:

START TIME: 10:30AM FINISH TIME: 11:30AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA012-01	8623	7073	PM-QT-6807	Triangle Tube	Smart 120	N/A	J-1502000-27 Water Heater	Mech. Rm

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.		✓	N/A	
4	Comb the fins as needed.		✓	N/A	
5	Clean all fans and motors.	✓			
6	Check operation of controls and safeties.	✓			

7	Lubricate as required.		✓	N/A
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:**

