

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: VA033-01

MECHANIC
SIGNATURE:

DATE: 7-11-19

LOCATION/RM #:

START TIME: 09AM

FINISH TIME: 10AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA033-01	9395	4083		Taskmaster	F2F5107041L	N/A	J-1502000-08 1-pc Unit Heater	Mech Rm
VA033-01	9395	4495		Taskmaster	F2F5107	N/A	J-1502000-08 2-pc Unit Heater, Electric, Wall Mounted	Mech. Rm

CAIL

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	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 heater coils and associated piping for leaks or corrosion.	✓		
2	Clean heating coil. Brush vacuum where accessible.	✓		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓		

6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>		
7	Inspect unit for proper operation.	<input checked="" type="checkbox"/>		
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		

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:**

