

**REVIEWED**

By Michael Merchan at 3:00 pm, Feb 11, 2019

\* CM needed to replace leaking heater

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**
**UNIT HEATER, HOT WATER**

SITE AND BLDG #: VA033-01\_02

 MECHANIC  
SIGNATURE:

*Audrey Bird*

DATE:

2-11-19

LOCATION/RM #:

START TIME:

9AM

FINISH TIME:

3PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA033-01	7361	7070		RJJD	EGLS 120-54-1	RU06775 00412	J-1502000-27 Water Heater	RM 117
VA033-02	7408	6971					J-1502000-27 1-pc Water Heater	

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.		✓	N/A

6	Check operation of controls and safeties.	✓		
7	Lubricate as required.		✓	N/A
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		✓	N/A

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:**

Asset #7070 - As previously noted:  
 Tank is leaking and needs  
 replaced!  
 CM Needed

