

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

**SITE AND BLDG #:** VA033-01

**MECHANIC  
SIGNATURE:**

**DATE:**

7-11-19

**LOCATION/RM #:**

**START TIME:**

10:45

**FINISH TIME:**

12pm

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description                        | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|--|----------------|
| VA033-01      | 9395 | 4616    |      | Trane        | UHSAD6       | D84108   | J-1502000-08 6-pc Unit Heater, Hot Water | Old Range      |

DS8AAC 901

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |               |    |   |
| 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.                      | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 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.  | <input checked="" type="checkbox"/> |  |  |
| 8 | Check all motors, belts, pulleys, shafts, etc. for alignment. | <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: General Maintenance Worker **Additional Notes:**

