

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER, ELECTRIC

SITE AND BLDG #: VA099-01

MECHANIC
SIGNATURE: *Tn C*DATE: *3/20/19*

LOCATION/RM #:

START TIME: *10 AM*FINISH TIME: *1 PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	7662	2366		<i>TRANE</i>	UHSBA181TAA101A 0000	F12K35178	J-1502000-08 14-pc Unit Heater, Hot Water	<i>Storage area</i>
VA099-01	7662	2368		"	UHEC-033DACA		J-1502000-08 1-pc Unit Heater, Electric	<i>Mech Room</i>
VA099-02	7657	2386		"			J-1502000-08 1-pc Unit Heater, Electric	<i>Mech Room</i>
VA099-02	7657	2387			UHXA		J-1502000-08 3-pc Unit Heater, Electric	<i>Storage</i>
VA099-02	7657	2388		"			J-1502000-08 3-pc Unit Heater, Tube, Gas, Infrared	<i>OMS</i>
VA099-02	7657	2389		"			J-1502000-08 1-pc Unit Heater, Electric	<i>elec</i>
VA099-02	7657	2390		"	2YU63		J-1502000-08 2-pc Unit Heater, Electric	<i>mech room</i>
VA099-02	7691	2391		"	MUZ-FE09NA	2001992 T	J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	<i>server room</i>

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:**



valve was
 closed on
 UH-17
 in
 JA99-01
 NO HEAT