

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: WV009-01

MECHANIC
SIGNATURE: *Patrick Dennis* **DATE:** *3 December 18*

LOCATION/RM #:

START TIME: *7:30* **FINISH TIME:** *3:30*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV009-01	6639	4120	PM-SA-3963	N/A	N/A	N/A	J-1502000-08 1-pc Unit Heater, Electric	Front stairwell to upstairs
WV009-01	6639	4124	PM-SA-3963	N/A	N/A	N/A	J-1502000-08 1-pc Unit Heater, Electric	Rear stairwell to upstairs
WV009-01	6639	4162	PM-SA-3963	TPI Corp	P3P5110C A1 N	N/A	J-1502000-08 1-pc Unit Heater, Electric, Suspended	Maintenance Room
WV009-01	6639	4163	PM-SA-3963	Raywall	P3P5115C A1 N	N/A	J-1502000-08 1-pc Unit Heater, Electric, Suspended	Battery Room
WV009-01	6639	4474	PM-SA-3963	N/A	N/A	N/A	J-1502000-08 2-pc Unit Heater	Garage Bay
WV009-01	6639	4478	PM-SA-3963	N/A	N/A	N/A	J-1502000-08 2-pc Unit Heater	Garage Bay
WV009-01	6639	4609	PM-SA-3963	Elliott	N/A	N/A	J-1502000-08 6-pc Unit Heater, Electric	Warehouse

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 always. 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.			
7	Inspect unit for proper operation.			
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.			<i>Knob on Front Stairwell unit is broken</i>

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:**



*Knob on Front
Stairwell unit
is broken*