

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, INFRA-RED, RADIANT, GAS**

**SITE AND BLDG #:** WV009-01

**MECHANIC**  
**SIGNATURE:**

*Patrick Davis* DATE: 3 December 18

**LOCATION/RM #:** *Supply / Garage Bay*

**START TIME:** 7:30

**FINISH TIME:** 3:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV009-01	6639	4072	PM-SA-3963	N/A	N/A	N/A	J-1502000-08 1-pc Infrared Unit Heater	<i>Supply</i>
WV009-01	6639	4623	PM-SA-3963	N/A	N/A	N/A	J-1502000-08 8-pc Infrared Unit Heater	<i>Garage</i>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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	Follow lock out/tag out procedures always. 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	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	/		
2	Clean dirt from heater, vacuuming is preferred.	/		
3	Check operation of gas valve.	/		
4	Check for gas leaks.	/		

5	Check operation of thermostat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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:**

