

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, ELECTRIC**

**SITE AND BLDG #:** WV016-01

**MECHANIC SIGNATURE:** *Patrick Dennis* **DATE:** *11 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
WV016-01	6671	4117	PM-SA-4117	<i>Sterling</i>	176350	747919	J-1502000-08 1-pc Unit Heater, Electric	<i>Assembly Hall</i>
WV016-01	6671	4118	PM-SA-4117	<i>Sterling</i>	176350		J-1502000-08 1-pc Unit Heater, Electric	<i>Assembly Hall</i>
WV016-01	6671	4125	PM-SA-4117	<i>Sterling</i>	HS485	21VHMT5T	J-1502000-08 1-pc Unit Heater, Electric	<i>Storage</i>
WV016-01	6671	4126	PM-SA-4117	<i>Sterling</i>	HS485		J-1502000-08 1-pc Unit Heater, Electric	<i>Storage</i>
WV016-01	6671	4556	PM-SA-4117	<i>LG</i>	N/A	N/A	J-1502000-08 3-pc Unit Heater, Electric, Wall Mounted	<i>125, 126, 127</i>
WV016-01	6671	4575	PM-SA-4117	N/A	N/A	N/A	J-1502000-08 4-pc Unit Heater, Electric, Wall Mounted	<i>Corridor</i>
WV016-02	6701	4195	PM-SA-4195	<i>LG</i>	MQE12EG HS L2F	770000000 0	J-1502000-08 1-pc Unit Heater, Electric, Wall Mounted	<i>Rm 200</i>
WV016-02	6701	4472	PM-SA-4195	<i>BRUT</i>	N/A	N/A	J-1502000-08 2-pc Unit Heater	N/A
WV016-02	6701	4473	PM-SA-4195	<i>BRUT</i>	CKT-24	N/A	J-1502000-08 2-pc Unit Heater	N/A
WV016-02	6701	4500	PM-SA-4195	N/A	N/A	N/A	J-1502000-08 2-pc Unit Heater, Electric, Wall Mounted	<i>Garage Bays</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	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.	✓		

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:**

