

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

**SITE AND BLDG #:** WV029-01

**MECHANIC**  
**SIGNATURE:**

*Patricia Davis*

**DATE:** 17 December 2018

**LOCATION/RM #:** Maintenance Rooms

**START TIME:** 7:30

**FINISH TIME:** 8:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV029-01	6745	4555	PM-SA-4555	Qmark	MUH 158	N/A	J-1502000-08 3-pc Unit Heater, Electric, Suspended	Maintenance
WV029-02	6722	4604	PM-SA-4276	Qmark	MUH 158	N/A	J-1502000-08 5-pc Unit Heater, Electric, Suspended	Maintenance

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:**

\* Only 2 suspended Electric heater units found  
in building #1.

\* Only 1 suspended Electric Heating unit found  
in building #2.

