

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

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

**MECHANIC  
SIGNATURE:**

*Patrick Davis* **DATE:** 17 December 18

**LOCATION/RM #:** Storage / Garage Bays

**START TIME:** 7:30

**FINISH TIME:** 3:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV029-01	6745	4619	PM-SA-4555				J-1502000-08 7-pc Unit Heater, Gas, Suspended	
WV029-02	6722	4276	PM-SA-4276	Re-Verber-Ray	N/A	N/A	J-1502000-08 1-pc Unit Heater, Gas, Suspended	Garage Bay 2

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	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.			
6	If applicable, replace primary air intake filter.			
7	As needed, clean spark electrode and reset gap, replace if necessary.			
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
11	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:**

