

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

SITE AND BLDG #: WV002LOCATION/RM #: WO# 16072 ASSET # 4625MECHANIC  
SIGNATURE: DATE: 7-15-2024START TIME: 730FINISH TIME: 300PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel.	<input checked="" type="radio"/>		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="radio"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="radio"/>		
2	Clean the coils	<input checked="" type="radio"/>		
3	Comb the fins as needed.	<input checked="" type="radio"/>		
4	Clean all fans and motors.	<input checked="" type="radio"/>		
5	Check operation of controls and safeties.	<input checked="" type="radio"/>		
6	Lubricate as required.	<input checked="" type="radio"/>		
7	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="radio"/>		

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: General Maintenance Worker

**Additional Notes:**