PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, ELECTRIC

SITE AND BLDG #: WV006

MECHANIC SIGNATURE: Brian McDonald **DATE:** 1-6-2023

LOCATION/RM #: **WO#** 11675 **ASSET #** 4248

START TIME: 730 **FINISH TIME:** 300PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	●		
	TO BE PERFORMED AT EACH INSPEC			
1	Check heater coils and assocoated piping for leaks or corrision.	●		
2	Clean heating coil. Brush vaccum 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, vibraton, overheating; lubrucate bearings.	●		
6	Verify proper control by modulating the thermostat through complete cycle.	●		
7	Inspect unit for proper operation.and associated T-Stat	●		
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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes: