

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

SITE AND BLDG #: WV006MECHANIC SIGNATURE Brian McQuinn DATE: 1-15-2025LOCATION/RM #: WO#19446 ASSET #START TIME: 800 FINISH TIME: 330

| CHECK POINT                                       | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                                   |                                                                                                                                                             | YES           | NO |                                                                         |
| <b>SPECIAL INSTRUCTIONS</b>                       |                                                                                                                                                             |               |    |                                                                         |
| 1                                                 | Schedule shutdown with operating personnel.                                                                                                                 | ●             |    |                                                                         |
| 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. | ●             |    | Assets 9165,9166,9167                                                   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                             |               |    |                                                                         |
| 1                                                 | Check valve for signs of abnormal wear and leaks. Replace packing if needed.                                                                                | ●             |    |                                                                         |
| 2                                                 | Clean the coils                                                                                                                                             | ●             |    |                                                                         |
| 3                                                 | Comb the fins as needed.                                                                                                                                    | ●             |    |                                                                         |
| 4                                                 | Clean all fans and motors.                                                                                                                                  | ●             |    |                                                                         |
| 5                                                 | Check operation of controls and safeties.                                                                                                                   | ●             |    |                                                                         |
| 6                                                 | Lubricate as required.                                                                                                                                      | ●             |    |                                                                         |
| 7                                                 | Check all motors, belts, pulleys, shafts, etc. for alignment.                                                                                               | ●             |    |                                                                         |

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 performed by: General Maintenance Worker

**Additional Notes:**