

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: [WV009-01](#)

MECHANIC
SIGNATURE: James R Groft Jr

DATE: [11/30/2025](#)

LOCATION/RM #: [WO# 20516](#) ASSET # [9188](#)

START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.		X	NO ACCESS
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Replace air filter if applicable		X	
2	Check the fire box liner or refractory for cracks and leaks.		X	
3	Check smoke stack for obstructions, leaks, etc.		X	
5	Clean all fans and motors.		X	
6	Check operation of controls and safeties.		X	
7	Lubricate as required.		X	
8	Check and clean plenum (clean cooling coils and check for leaks, if		X	
9	Check all motors, belts, pulleys, shafts, etc. for alignment.		X	
10	Report any rust issues and open a CM ticket		X	
11	Remove lock outs and tags. Restore fuel and power supply.		X	

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: