

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, INFRA-RED, RADIANT, GAS


SITE AND BLDG #: WV009-02

MECHANIC

SIGNATURE: James R Groft JrDATE: 07/11/2025LOCATION/RM #: WO#19447 ASSET # 9191

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 | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | For gsa/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. | X | | Unit cannot be cycled on during cooling season |
| 2 | Clean dirt from heater, vaccuming is preferred. | X | |  |
| 3 | Check operation of gas valve. | X | | |
| 4 | Check for gas leaks. | X | | |
| 5 | Check operation of thermostat. | | X | |
| 6 | If applicable, replace primary air intake filter. | | X | |
| 7 | As needed, clean spark electrode and reset gap, replace if necessary. | X | | |
| 8 | Inspect flue pipe and connections. | X | | |
| 9 | If applicable, inspect and clean outside air blower and blower intake. | | X | |
| 10 | Inspect unit for proper operation. | | X | |
| 11 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | 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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: