

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: WV010-01 4557
4602
 LOCATION/RM #: WO# 13300 ASSET #

MECHANIC SIGNATURE: Richard A Barker DATE: Jul 11, 2023

START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTION (IF TASK COMPLETE IS CHECKED NO)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	●		
TO BE PERFORMED AT EACH				
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 materials) and include the Asset #, WO #, photos, and a detailed description of the deficiency 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: