

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

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

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

**START TIME:** **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACT		
		YES	NO	(IF TASK COMPLETE IS CHECKED NO NOTES/ACT)		
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 shall open a corrective maintenance (CM) ticket for any deficiencies exceeding \$250. The technician shall include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**