

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: <u>WV010-02</u>		MECHANIC SIGNATURE: <u>James R Groft Jr</u>		DATE: <u>01/17/2025</u>
LOCATION/RM #: <u>WO# 17583</u> ASSET # <u>9207</u>		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	Schedule shutdown with operating personnel.	<u>X</u>		
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.	<u>X</u>		Hot water supply to unit was not hot. Pending repair to HW Boiler pump
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<u>X</u>		
2	Clean the coils	<u>X</u>		
3	Comb the fins as needed.	<u>X</u>		
4	Clean all fans and motors.	<u>X</u>		
5	Check operation of controls and safeties.	<u>X</u>		
6	Lubricate as required.	<u>X</u>		
7	Check all motors, belts, pulleys, shafts, etc. for alignment.	<u>X</u>		

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: General Maintenance Worker

Additional Notes: