

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST











### UNIT HEATER, HOT WATER

MECHANIC SIGNATURE:  DATE: Jul 10, 2023

SITE AND BLDG #: WV014-01

LOCATION/RM #: WO# 13243 ASSET # 3952

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.	●				
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 only) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, and location. To be performed by: General Maintenance Worker

**Additional Notes:**