

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER**

**SITE AND BLDG #:** WV016-01

**MECHANIC  
SIGNATURE:**

**DATE:** 6-18-15

**LOCATION/RM #:**

**START TIME:** 9:00

**FINISH TIME:** 10:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV016-01	9405	4117					J-1502000-08 1-pc Unit Heater, Electric	
WV016-01	9405	4118					J-1502000-08 1-pc Unit Heater, Electric	
WV016-01	9405	4125					J-1502000-08 1-pc Unit Heater, Electric	
WV016-01	9405	4126					J-1502000-08 1-pc Unit Heater, Electric	
WV016-01	9405	4392					J-1502000-08 1-pc Unit Heater, Hot Water, Suspended	
WV016-01	9405	4425					J-1502000-08 1-pc Unit Heater, Hot Water, Suspended	
WV016-01	9405	4426					J-1502000-08 1-pc Unit Heater, Hot Water, Suspended	
WV016-01	9405	4530					J-1502000-08 2-pc Unit Heater, Hot Water, Suspended	
WV016-01	9405	4556					J-1502000-08 3-pc Unit Heater, Electric, Wall Mounted	
WV016-01	9405	4575					J-1502000-08 4-pc Unit Heater, Electric, Wall Mounted	

	CHECKPOINT DESCRIPTION	TASK COMPLETE	NOTES/ ACTIONS
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Note: Hot water loop is down due to no city water!

CHECK POINT		YES	NO	(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	X		
2	Schedule shutdown with operating personnel.	X		
3	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		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check valve for full stroke operation in both directions, if applicable.	X		
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	X		
3	Clean the coil with vacuum cleaner.	X		
4	Comb the fins as needed.	V		
5	Clean all fans and motors.	X		
6	Check operation of controls and safeties.	X		
7	Lubricate as required.	X		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	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 description of the deficiency. To be performed by: General Maintenance Worker **Additional Notes:**

