

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

**SITE AND BLDG #:** WV016-02

**MECHANIC  
SIGNATURE:**

**DATE:** 6-18-11

**LOCATION/RM #:**

**START TIME:** 10:00

**FINISH TIME:** 12:00

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV016-02	9435	4195					J-1502000-08 1-pc Unit Heater, Electric, Wall Mounted	
WV016-02	9435	4393					J-1502000-08 1-pc Unit Heater, Hot Water, Suspended	
WV016-02	9435	4427					J-1502000-08 1-pc Unit Heater, Hot Water,Suspended	
WV016-02	9435	4451					J-1502000-08 1-pc Unit Heater, Hot WaterRadiant	
WV016-02	9435	4472					J-1502000-08 2-pc Unit Heater	
WV016-02	9435	4473					J-1502000-08 2-pc Unit Heater	
WV016-02	9435	4500					J-1502000-08 2-pc Unit Heater, Electric, Wall Mounted	
WV016-02	9435	4570					J-1502000-08 3-pc Unit Heater, Hot Water, Wall Mounted	
WV016-02	9435	4594					J-1502000-08 4-pc Unit Heater, Hot WaterRadiant, Spark Resistant Covering	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					

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		

#### TO BE PERFORMED AT EACH INSPECTION SERVICE

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.	X		
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:**

