

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, INFRA-RED, RADIANT, GAS**

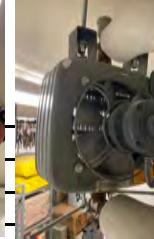
SITE AND BLDG #: [WV022-02](#)

MECHANIC  
 SIGNATURE: [James R Groft jr](#)

DATE: [01/16/2025](#)

LOCATION/RM #: [WO# 17586](#) ASSET # [9240](#)

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	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	For gsa/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	X			
2	Clean dirt from heater, vaccuming is preferred.	X			
3	Check operation of gas valve.	X			
4	Check for gas leaks.	X			
5	Check operation of thermostat.	X			
6	If applicable, replace primary air intake filter.	X			
7	As needed, clean spark electrode and reset gap, replace if necessary.	X			
8	Inspect flue pipe and connections.	X			
9	If applicable, inspect and clean outside air blower and blower intake.	X			
10	Inspect unit for proper operation.	X			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	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: HVAC Technician

**Additional Notes:**