

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, ELECTRIC

SITE AND BLDG #: WV024

MECHANIC SIGNATURE: Brian M. Smart DATE: 7-23-2024

LOCATION/RM #: _____ WO# 16036 ASSET # _____

START TIME: 730 FINISH TIME: 330PM

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.	●		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check heater coils and assoicated piping for leaks or corrsion.	●		
2	Clean heating coil. Brush vaccum where accessible.	●		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	●		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	●		
5	Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.	●		
6	Verify proper control by modulating the thermostat through complete cycle.	●		
7	Inspect unit for proper operation.and associated T-Stat	●		
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	●		

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: **Assets-4135,4136,4137,4220,4579,**

Asset 4220 has a combustion motor with a open winding and is and is not operational. Will send quote information to Reg.

Asset 4579 has a blower motor with a seized bearing and is not operational . Will send quote information

Asset 4135 also has a defective blower motor and is not operational. Will send quote information to Reg