

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST










UNIT HEATER, HOT WATER

MECHANIC SIGNATURE:  DATE: Jan 23, 2024

SITE AND BLDG #: WV029-01

LOCATION/RM #: WO# 14699 ASSET # 4555 4619

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						ICI	
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 and direct material cost) per P. 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: General Maintenance Worker

Additional Notes: