

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **HOT WATER SYSTEM**

SITE AND BLDG #: WV031-01

MECHANIC

SIGNATURE: *Patrick Davis*

DATE: 13 March 2019

LOCATION/RM #: Room 112

START TIME: 11:00

FINISH TIME: 11:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-01	7904	5340		Trane	N/A	N/A	J-1502000-16 2-pc Hot Water System Controller	112

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.	/		
2	Schedule shutdown with operating personnel.	/		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.		/	These units consist of Electronic Control Boards, Relays and Breakers. No motors, fins, or Pulleys.
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		✓	
3	Clean the coil with vacuum cleaner.		/	
4	Comb the fins as needed.		✓	
5	Clean all fans and motors.		/	
6	Check operation of controls and safeties.		/	

7	Lubricate as required.		✓	
8	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 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:**

