

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, HOT WATER

SITE AND BLDG #: WV031-01

MECHANIC  
SIGNATURE:

*Andy Bld* DATE: 5-22-19  
START TIME: 9:07 FINISH TIME: 9:45

LOCATION/RM #:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-01	8645	7028	PM-QT-6830	Bradford White	D75T1253N	CM8606930	J-1502000-27 1-pc Water Heater cap 75 gal. Rm. 112	Mech. Rm.

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.	/		
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.		/	N/A
5	Clean all fans and motors.	/		
6	Check operation of controls and safeties.	/		

BK

7	Lubricate as required.		✓	✓	N/A
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:**