

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER

SITE AND BLDG #: WV035-01

MECHANIC

SIGNATURE:

DATE:

LOCATION/RM #:

START TIME:

FINISH TIME:

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|-------------------------------|----------------|
| WV035-01 | 9391 | 4077 | | | | | J-1502000-08 1-pc Unit Heater | |
| WV035-01 | 9391 | 4078 | | | | | J-1502000-08 1-pc Unit Heater | |
| WV035-01 | 9391 | 4549 | | | | | J-1502000-08 3-pc Unit Heater | |

| 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. | X | | |
| 2 | Schedule shutdown with operating personnel. | X | | |
| 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. | X | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check valve for full stroke operation in both directions, if applicable. | X | | |
| 2 | Check valve for signs of abnormal wear and leaks. Replace packing if needed. | X | | |
| 3 | Clean the coil with vacuum cleaner. | X | | |

| | | | | |
|---|---|---|--|--|
| 4 | Comb the fins as needed. | X | | |
| 5 | Clean all fans and motors. | X | | |
| 6 | Check operation of controls and safeties. | X | | |
| 7 | Lubricate as required. | X | | |
| 8 | Check all motors, belts, pulleys, shafts, etc. for alignment. | 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: General Maintenance Worker **Additional Notes:**

