

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **UNIT HEATER, HOT WATER**

**SITE AND BLDG #:** WV035-02

**LOCATION/RM #:**

**MECHANIC  
SIGNATURE:**

*Andy Bird*

**DATE:**

*2-25-19*

**START TIME:**

*7AM*

**FINISH TIME:**

*3PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-02	7422	6996			ejct20200	1417j012516	J-1502000-27 1-pc Water Heater cap 19.9 gal Rm 107	
WV035-02	7422	7045			C0954766766021001	PS80332	J-1502000-27 1-pc Water Heater Rm 106	

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.		✓	N/A
4	Comb the fins as needed.		✓	N/A

5	Clean all fans and motors.		✓	N/A
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:**