

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WV035-02

MECHANIC
SIGNATURE:

DATE:

Andy Bird

2-25-19

LOCATION/RM #:

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	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:**