PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WV035-02

MECHANIC SIGNATURE: _[signature]_   **DATE:** 6-27-45

LOCATION/RM #:

START TIME: **FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-02	9463	4456					J-1502000-08 1-pc Unit Heater, Spark Resistant	
WV035-02	9463	4457					J-1502000-08 1-pc Unit Heater, Suspended, HotWater, Spark Resistant	
WV035-02	9463	4627					J-1502000-08 9-pc Unit Heater, Suspended, Hot Water	

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:**

Note: I am unable to access most of the heaters in the garage. They are to high to get to by myself and there are to many things in the way!