

**REVIEWED**

By Mike Merchan at 1:39 pm, Feb 26, 2019

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

**SITE AND BLDG #:** WV046-01**MECHANIC**  
**SIGNATURE:** *Patrick Davis***DATE:** 26 February 2019**LOCATION/RM #:** Maintenance Room**START TIME:** 9:30**FINISH TIME:** 11:00

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV046-01	7347	7041		Havien	C-17	72209-TL9008	J-1502000-27 1-pc Water Heater Kitchen - Scullery	Mainten ance
WV046-01	7347	7042		Havien	S-15	64510-1L9002	J-1502000-27 1-pc Water Heater Kitchen Scullery	
WV046-01	7347	7043		Havien	3CS-M9B	64859-9002	J-1502000-27 1-pc Water Heater Kitchen Scullery	
WV046-01	7347	7063		Havien			J-1502000-27 2-pc Water Heater Mechanical	
WV046-01	7347	7065		Havien			J-1502000-27 3-pc Water Heater cap 265 gal/hr Mechanical	
WV046-01	7347	7066		Havien			J-1502000-27 3-pc Water Heater cap 301 gal/hr Mechanical	
WV046-02	7427	7007		Havien	NR-240A		J-1502000-27 1-pc Water Heater cap 301 GPH Rm. 14	

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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.	✓		
5	Clean all fans and motors.	✓		
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:**

\* ALL Hot water tanks have been replaced with  
Tankless On Demand Water Heaters.

