

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER CONTROL PANEL

SITE AND BLDG #: WV046-01

**MECHANIC
SIGNATURE:** James R Groft Jr

DATE: 9/30/2025

LOCATION/RM #: WO#20054 **ASSET #** 9332

START TIME: _____ **FINISH TIME:** _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule shutdown with operating personnel.			
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		●	Not working, repair pending.
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		NA	
2	Clean the coils		NA	
3	Comb the fins as needed.		NA	
4	Clean all fans and motors.		NA	
5	Check operation of controls and safeties.	●		Because pallets are stacked so close to the panel the door cannot be opened.
6	Lubricate as required.		NA	
7	Check all motors, belts, pulleys, shafts, etc. for alignment.		NA	

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: