






## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

SITE AND BLDG #: WV046-02

MECHANIC

SIGNATURE: Ruchard A BasherDATE: Jan 20, 2023LOCATION/RM #: \_\_\_\_\_ WO# 11660 ASSET # see notesSTART TIME: 10:30 amFINISH TIME: 12:00 pm

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.	●				
TO BE PERFORMED AT EACH SERVICE						
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	●				
2	Clean the coils	●				
3	Comb the fins as needed.	●				
4	Clean all fans and motors.	●				
5	Check operation of controls and safeties.	●				
6	Lubricate as required.	●				
7	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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: **covers asset's**

4123,4352,4353,4359,4360,4361,4362,4375,4526

some asset's were unaccessable due to no keys.