

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WV046-02

MECHANIC
SIGNATURE: *Richard A. Barker*

DATE: Jan 20, 2023

LOCATION/RM #: WO# 11660 ASSET # see notes

START TIME: 10:30 am

FINISH TIME: 12:00 pm

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					
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.	●			
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 description 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 unaccessible due to no keys.