

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY 624-202
LOCATION/RM #: WO# ASSET # 9628

MECHANIC
SIGNATURE: Willawat

DATE: 12/12/2015
START TIME: 3:10 PM FINISH TIME: 3:45 PM

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
			YES	NO	
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.				
2	Schedule shutdown with operating personnel.				
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.				yes ok.
3	Clean the coil with vacuum cleaner.				CLEAN UNIT ok
4	Comb the fins as needed.				yes
5	Clean all fans and motors.				yes
6	Check operation of controls and safeties.				yes
7	Lubricate as required.				yes
8	Check all motors, belts, pulleys, shafts, etc. for alignment.				yes

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: