

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER
CABINET HEAT

SITE AND BLDG #: 219020-208

LOCATION/RM #:

WO#

ASSET # 9629

MECHANIC
SIGNATURE:

DATE: 12/18/18

START TIME:

1:00 PM

FINISH TIME:

1:30 PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	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.	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		OK
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		OK
3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Clean unit
4	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		OK
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		OK
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		OK
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		scaled motors
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		OK

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:

CABINET HEATER (8) pieces
REPLACE AIR FILTER