

CMI Management Inc.

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: 44624-356  
WO# 1627 ASSET # 9709

MECHANIC SIGNATURE: [Signature] DATE: 12/18/2018  
START TIME: 10:40 am FINISH TIME: 12:00 pm

LOCATION/RM #:

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.		<input checked="" type="checkbox"/>		
2	Schedule shutdown with operating personnel.		<input checked="" 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"/>		
NO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check valve for full stroke operation in both directions, if applicable.		<input checked="" type="checkbox"/>		ok
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		<input checked="" type="checkbox"/>		
3	Clean the coil with vacuum cleaner.		<input checked="" type="checkbox"/>		clean
4	Comb the fins as needed.		<input checked="" type="checkbox"/>		ok
5	Clean all fans and motors.		<input checked="" type="checkbox"/>		yes
6	Check operation of controls and safeties.		<input checked="" type="checkbox"/>		
7	Lubricate as required.		<input checked="" type="checkbox"/>		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		<input checked="" type="checkbox"/>		

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: