CMI Management Inc.

CABINET HEATER

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: HY024 – 356 (HAIR BLDG) MECHANIC SIGNATURE: [signature] DATE: 12/2/15

LOCATION/RM #: WO# ASSET # START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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 SPECIFIED SERVICE			
1	Check valve for full stroke operation in both directions, if applicable.	✓		WASHABLE FILTER
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		WASH AIR FILTER
3	Clean the coil with vacuum cleaner.	✓		YES
4	Comb the fins as needed.	✓		
5	Clean all fans and motors.	✓		CLEAN MOTOR & HOUSING
6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		DIRECT DRIVE

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 perfomed by: General Maintenance Worker

Additional Notes:

ASSET # – W.O #

PM-FOT-9708 – 6174

PM-SA-9708 – 6395