

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #

WY024-208

MECHANIC
SIGNATURE:

M. Pulanver

DATE:

12/5/13

LOCATION/RM #:

WO#

ASSET #

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASKS COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE, 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.	✓		
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.	✓		CLEAN BASEBOARD HOUSING
3	Clean the coil with vacuum cleaner.	✓		
4	Comb the fins as needed.	✓		
5	Clean all fans and motors.	✓		
6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓		
8	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:

ASSET #

WO #

 PM-SA-9627-
 PM-SA-9628-

 6385 - BASEBOARD HEAT
 6350 - 1 PC UNIT HEATER

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SITE AND BLDG #: U4024-358 MECHANIC SIGNATURE: Mulawer DATE: 12/5/19
LOCATION/RM #: 4100 WO# 6402 ASSET # 9773 START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE 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.	☒		
SPECIAL INSTRUCTIONS				
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.	☒		
3	Clean the coil with vacuum cleaner.	☒		
4	Comb the fins as needed.	☒		
5	Clean all fans and motors.	☒		CLEAN MOTOR & FANS
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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: