

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: U4024-356

MECHANIC
SIGNATURE: M. Anderson

DATE: 2/24/15

LOCATION/RM #: WO# 6397 ASSET # 9710

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.	☒		
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.	☒		ok
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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: