

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

NY 050-0001MECHANIC
SIGNATURE:*John Laver*

DATE:

12/27/2019

LOCATION/RM #:

2nd Floor

ASSET #

9957

START TIME:

8:30 AM

FINISH TIME:

12:00

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	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	For gsa/oil heaters:				
	1. Remove access panels if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	2. Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Clean dirt from heater, vaccuming is preferred.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Check operation of gas valve.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Check for gas leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Check operation of thermostat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	As needed, clean spark electrode and reset gap. replace if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
					<i>new circulator pump</i>

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: HVAC Technician

Additional Notes:*J*