

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SUSPENDED

SITE AND BLDG #:

NY054 Main Bldg

MECHANIC SIGNATURE:

David Rygel

DATE:

12/17/2018

LOCATION/RM #:

411

WO#

1472

ASSET #

10082

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	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.	X			
2	Schedule shutdown with operating personnel.	X			
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.	X			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check valve for full stroke operation in both directions, if applicable.		X		N/A
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	X			
3	Clean the coil with vacuum cleaner.	X			
4	Comb the fins as needed.	X			
5	Clean all fans and motors.	X			
6	Check operation of controls and safeties.	X			
7	Lubricate as required.	X			
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	X			

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:

7 units found and labeled (13 labels on hand - miscount)