

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SUSPENDED

**MECHANIC
SIGNATURE:**

David Rymer DATE: (2/17/2018)

SITE AND BLDG #: NY054 **MAIN BLDG** **LOCATION/RM #:** A11 **WO#** 1472 **ASSET #** 10082

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED, 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 BY MAINTENANCE PERSONNEL				
1	Check valve for full stroke operation in both directions, if applicable.	X		NA
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 labled (13 labels on hand - miss count)