

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: NY054 **OMS BLDG**

MECHANIC SIGNATURE: *David Rappel* **DATE:** 12-17-2018

LOCATION/RM #: WO# 1473 **ASSET #** 10083

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		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.	X		
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.	X		
TO BE PERFORMED DATE EACH IN SPECTION SERVICE				
1	Check heater coils and associated piping for leaks or corrosion.	X		
2	Clean heating coil. Brush vacuum where accessible.	X		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	X		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	X		
5	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	X		
6	Verify proper control by modulating the thermostat through complete cycle.	X		
7	Inspect unit for proper operation.	X		
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	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: HVAC Technician

Additional Notes:

*2 of 4 total electric unit heaters are in the OMS building
All 4 have same Asset and WO numbers*