

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: NY001 - 01 Main Building

LOCATION/RM #: Kitchen WO# 4004 ASSET # 9005

MECHANIC
SIGNATURE: Christopher N Pothier DATE: 6 - 11 - 19

START TIME: _____ **FINISH TIME:** _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.			See Notes
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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.			See Notes
3	Clean the coil with vacuum cleaner.			
4	Comb the fins as needed.			
5	Clean all fans and motors.			See Notes
6	Check operation of controls and safeties.			
7	Lubricate as required.			
8	Check all motors, belts, pulleys, shafts, etc. for alignment.			See Notes

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:

These units were listed as electric unit heaters but are hot water. The water has been turned off to that side of the building so the heaters are not functional. They are in decent condition.