

CABINET HEATER
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
 UNIT HEATER, HOT WATER

SITE AND BLDG #: NY 024-356 MECHANIC SIGNATURE: [Signature] DATE: 3/10/2020
 LOCATION/RM #: WO# 7424 ASSET # 9708 START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		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.	☒	☐	
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.	☒	☐	
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.	☒	☐	(A) PC WASHABLE FILTER
3	Clean the coil with vacuum cleaner.	☒	☐	CLEAN & WASH FILTER
4	Comb the fins as needed.	☒	☐	
5	Clean all fans and motors.	☒	☐	CLEAN MOTOR & FANS
6	Check operation of controls and safeties.	☒	☐	
7	Lubricate as required.	☒	☐	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	☒	☐	DIRECT DRIVE

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: