

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## UNIT HEATER, HOT WATER

SITE AND BLDG #: HY024-358 MECHANIC  
LOCATION/RM #: WO#7426 SIGNATURE: John M. Lander DATE: 3/2/2020  
ASSET #: 9226 START TIME:  FINISH TIME:

CHECKPOINT DESCRIPTION		TASK COMPLETED	NOTES/ACTIONS
	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.	<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	REPLACE P. GASK
3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	REPLACE COIL
4	Comb the fins as needed.	<input checked="" type="checkbox"/>	
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	CLEAN MOTOR & HOUSING
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	
7	Lubricate as required.	<input checked="" type="checkbox"/>	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

**SITE AND BLDG #:** *NY024-358*

**MECHANIC  
SIGNATURE:** *R. Blasen*

**DATE:** *3/12/2022*

**LOCATION/RM#:** \_\_\_\_\_ **WO#** \_\_\_\_\_ **ASSET #** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

		1	2	3	4	5	6	7	8
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.	<input checked="" type="checkbox"/>							
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.	<input checked="" type="checkbox"/>							
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	<input checked="" type="checkbox"/>							
2	Check all locking devices. Lubricate as required.	<input checked="" type="checkbox"/>							
3	Inspect center gate support rollers and lubricate as required.	<input checked="" type="checkbox"/>							
4	Clean roller track of any debris.	<input checked="" type="checkbox"/>							
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	<input checked="" type="checkbox"/>							
6	Check for any obstructions that retard full swing or movement of the gate.	<input checked="" type="checkbox"/>							
7	Check that shrubs and trees are pruned clear of gate.	<input checked="" type="checkbox"/>							
8	Check hold open devices for proper operation. Lubricate as required.	<input checked="" type="checkbox"/>							

*ASST 219 - W.O. #  
190517-219 - 2657*