

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FURNACE

ACTIVITY AND BLDG #: NY128 - 02 Motor Pool

MECHANIC

SIGNATURE: Christopher N Pothier DATE: 9 - 30 - 19

LOCATION/RM #: Mech room WO# 5398 ASSET # 10871

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	Review manufacturer's instructions.	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 AT EACH INSPECTION SERVICE				
1	Remove furnace ends and access panels if applicable.	X		
2	Check the fire box liner or refractory for cracks and leaks.	X		
3	Check smoke stack for obstructions, leaks, etc.	X		
4	Clean bottom of smoke stack (breaching).	X		
5	Clean all fans and motors.	X		
6	Check operation of controls and safeties.	X		
7	Lubricate as required.	X		
8	Check and clean plenum (clean cooling coils and check for leaks, if	X		
9	Replace furnace and access panels ends if removed.	X		
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	X		
11	Treat all rusted areas with rust inhibitor and touch up paint.	X		
12	Remove lock outs and tags. Restore fuel and power supply.	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: