

**June checklist 2023**  
**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

SITE AND BLDG #:	ny024	22348	9776	MECHANIC SIGNATURE:	Ramon V	DATE:	6-9-2023
LOCATION/RM #:	WO# 22624	ASSET # 9776		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.						
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.						
3	Clean the coil with vacuum cleaner.			<b>clean heater unit</b>			
4	Comb the fins as needed.						
5	Clean all fans and motors.						
6	Check operation of controls and safeties.						
7	Lubricate as required.						
8	Check all motors, belts, pulleys, shafts, etc. for alignment.			<b>direct drive motor</b>			

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:**