

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FURNACE

ACTIVITY AND BLDG #: **Rockville MD021**

MECHANIC SIGNATURE: 

DATE: **4/21/22**

LOCATION/RM #: **building 2** WO# **17238** ASSET # **2123**

START TIME: **11:15**

FINISH TIME: **11:35**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					
1	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	Replace air filter if applicable				
2	Check the fire box liner or refractory for cracks and leaks.				
3	Check smoke stack for obstructions, leaks, etc.				
5	Clean all fans and motors.				
6	Check operation of controls and safeties.				
7	Lubricate as required.				
8	Check and clean plenum (clean cooling coils and check for leaks, if required)				
9	Check all motors, belts, pulleys, shafts, etc. for alignment.				
10	Report any rust issues and open a CM ticket				
11	Remove lock outs and tags. Restore fuel and power supply.				



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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: