

March checklists 2021

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER heat exchanger

SITE AND BLDG #: **ny116-01**

MECHANIC

SIGNATURE: **Ramon_V**DATE: **3-4-2021**LOCATION/RM #: **114** WO# **12138** ASSET # **10657**

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.	yes		
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	yes		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	yes		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	yes		L1_____ L2_____ L3_____
3	Tighten all electrical connectors/lugs to proper torque.	yes		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	yes		clean heat exchanger unit
5	Check bearing collar set screws on fan shaft to make sure they are tight.	yes		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	yes		lubricate motor and bearings
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	yes		
8	Lubricate mechanical bearings and connections sparingly.	yes		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	yes		
10	Check coils for leaking, tightness of fittings.	yes		
11	Use fin comb to straighten coil fins.	yes		
12	If applicable, clean strainer (annually).	yes		
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	yes		

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14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	yes		belt_ok
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	yes		
16	Check and test freezestat for proper operation	yes		
17	Vacuum interior of unit.	yes		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	yes		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	yes		
20	Clean up work area.	yes		

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: