

may 2021 change over

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: ny116-01

MECHANIC  
SIGNATURE: Ramon V

DATE: 5-10-2021

LOCATION/RM #: WO#12798 ASSE10658

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      |               |    |                                                                         |
| 3                                          | Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.                 |               |    |                                                                         |
| 4                                          | No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.                |               |    |                                                                         |
| 5                                          | Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.         |               |    | may 2021 change over                                                    |
| 6                                          | Recover, recycle, or reclaim the refrigerant as appropriate.                                                                                                                     |               |    |                                                                         |
| 7                                          | If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.                                                   |               |    | power wash chiller unit                                                 |
| 8                                          | If materials containing refrigerants are discarded, comply with EPA regulations as applicable.                                                                                   |               |    |                                                                         |
| 9                                          | Refrigerant oils to be treated as hazardous waste.                                                                                                                               |               |    |                                                                         |
| 10                                         | Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.                                      |               |    |                                                                         |
| 11                                         | Remove access covers prior to accomplishing check points.                                                                                                                        |               |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |               |    |                                                                         |
| CONDENSER                                  |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | Remove debris from air screen and clean underneath unit.                                                                                                                         |               |    |                                                                         |
| 2                                          | Pressure wash coil with proper cleaning solution.                                                                                                                                |               |    |                                                                         |
| 3                                          | Straighten fin tubes with fin comb.                                                                                                                                              |               |    |                                                                         |
| 4                                          | Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.                                                              |               |    |                                                                         |
| 5                                          | Check mounting for tightness.                                                                                                                                                    |               |    |                                                                         |
| 6                                          | Check for corrosion. Clean and treat with inhibitor as needed.                                                                                                                   |               |    |                                                                         |
| 7                                          | Check fan or blower for bent or damaged blades and imbalance.                                                                                                                    |               |    |                                                                         |
| 8                                          | Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.                                                                                    |               |    |                                                                         |
| 9                                          | Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.     |               |    |                                                                         |
| EVAPORATOR                                 |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | Inspect evaporator for any obvious deficiencies.                                                                                                                                 |               |    |                                                                         |
| 2                                          | Inspect plumbing, valves and flanges for leaks and correct as needed.                                                                                                            |               |    |                                                                         |
| COMPRESSOR(S)                              |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | Lubricate drive coupling, if applicable.                                                                                                                                         |               |    |                                                                         |
| 2                                          | Lubricate motor bearings (non-hermetic), if applicable.                                                                                                                          |               |    |                                                                         |
| 3                                          | Check bearings for vibrations or unusual noises.                                                                                                                                 |               |    |                                                                         |
| 4                                          | Leak test unit with soap test or electronic device.                                                                                                                              |               |    |                                                                         |
| 5                                          | Check compressor oil level., if applicable.                                                                                                                                      |               |    |                                                                         |
| 6                                          | Run machine; check action of controls, relays, switches, etc. to see that:<br>a. Compressor(s) run at proper settings.<br>b. Suction and discharge pressures are proper.         |               |    |                                                                         |
| 7                                          | Check vibration eliminators. Replace as necessary.                                                                                                                               |               |    |                                                                         |
| 8                                          | Check safety controls for high pressure cut off.                                                                                                                                 |               |    |                                                                         |
| CONTROLS                                   |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | Confirm chiller is operating through building automation.                                                                                                                        |               |    |                                                                         |

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: