

may checklist 2021

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **ny116-02**MECHANIC
SIGNATURE: **Ramon V**DATE: **5-12-2021**LOCATION/RM #: _____ WO# **12556** ASSET # **10766**

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.	check		
2	Schedule outage of unit with personnel in area the unit serves.	check		
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.	check		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	check		clean condensing unit
2	Wash coil with coil cleaning solution - Rinse Thoroughly	check		powerwash-coil
3	Straighten fin tubes with fin comb, as needed.			
4	Check electrical connections for tightness.	check		
5	Check mounting base for tightness.	check		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	check		
7	Inspect all piping for leaks and tighten loose connections.	check		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	check		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	check		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	check		
11	Clean up work area.	check		

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: