

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR COOLED CHILLER, PACKAGE UNIT**

MECHANIC  
 SIGNATURE: 

DATE: 11/12/2020

**SITE AND BLDG #:** Schenectady 060

**LOCATION/RM #:** exterior **WO#** 10667

**ASSET #** 190917-343

**START TIME:** 1200

**FINISH TIME:** 1330

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.			
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.			
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>CONDENSER</b>				
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.	✓		
<b>EVAPORATOR</b>				
1	Inspect evaporator for any obvious deficiencies.	✓		
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		
<b>COMPRESSOR(S)</b>				
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: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.			
7	Check vibration eliminators. Replace as necessary.			
8	Check safety controls for high pressure cut off.			
<b>CONTROLS</b>				
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:**