

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **Gaithersburg MD013**

LOCATION/RM #: **Exterior bldg 1** **WO# 15269** **ASSET # 2011**

**MECHANIC
SIGNATURE:**



DATE: **9/1/21**

START TIME: **11:40**

FINISH TIME: **12:10**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Schedule outage of unit with personnel in area the unit serves. | ✓ | | |
| 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 | 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. | ✓ | | |
| 2 | Wash coil with coil cleaning solution - Rinse Thoroughly | ✓ | | |
| 3 | Straighten fin tubes with fin comb, as needed. | ✓ | | |
| 4 | Check electrical connections for tightness. | ✓ | | |
| 5 | Check mounting base for tightness. | ✓ | | |
| 6 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | ✓ | | |
| 7 | Inspect all piping for leaks and tighten loose connections. | ✓ | | |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | ✓ | | |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity | ✓ | | Room temp <u>73</u> * Room Humidity <u>35</u> % |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | ✓ | | |
| 11 | Clean up work area. | ✓ | | |



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: