

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: **Schenectady 060**MECHANIC  
SIGNATURE:DATE: **3/8/2022**LOCATION/RM #: **building** WO# **16607** ASSET #START TIME: **0900**FINISH TIME: **0930**

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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   | Schedule shutdown with operating personnel.  | ✓             |    |   |
| 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.                      | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 1   | Check thermostat settings to ensure the cooling and heating systems operating correctly.   | ✓             |    |   |
| 2   | Tighten all electrical connections and measure voltage and current on motors.  | ✓             |    |   |
| 3   | Check filters and clean or replace as necessary.   | ✓             |    |   |
| 4   | Lubricate all moving parts.  | ✓             |    |   |
| 5   | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).   | ✓             |    |   |
| 6   | Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.       | ✓             |    |   |
| 7   | Clean evaporator and condenser air conditioning coils.   | ✓             |    |   |
| 8   | Clean and adjust blower components to provide proper system airflow.   | ✓             |    |   |
| 9   | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.  | ✓             |    |   |

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:**