

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

**SITE AND BLDG #:** Schenectady 060

**MECHANIC  
SIGNATURE**

**DATE:**

**LOCATION/RM #:** site    **WO#**     **ASSET #** 10506

**START TIME:**

**FINISH TIME:**

| <b>CHECK<br/>POINT</b>                            | <b>CHECKPOINT DESCRIPTION</b>  | <b>TASK COMPLETE</b> |           | <b>NOTES/ ACTIONS<br/>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b> |
|---|--|----------------------|-----------|---|
|   |  | <b>YES</b>           | <b>NO</b> |   |
| <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. |                      |           | snow on roof will be completing after melt off                                  |
| 2   | Schedule outage of unit with personnel in area the unit serves.  |                      |           |   |
| 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.                      |                      |           |   |
| 4   | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.  |                      |           |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |                      |           |   |
| 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.  |                      |           |   |
| 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:**