

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

**SITE AND BLDG #:** ny024-356 13021 9701      **MECHANIC SIGNATURE:** Ramon V      **DATE:** 6-9-2021

**LOCATION/RM #:** WO# 13022 ASSET # 9702      **START TIME:**      **FINISH TIME:**

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.	check		
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	check		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	check		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	check		L1_____ L2_____ L3_____
3	Tighten all electrical connectors/lugs to proper torque.	check		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	check		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	check		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	check		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	check		
8	Lubricate mechanical bearings and connections sparingly.	check		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	check		
10	Check coils for leaking, tightness of fittings.	check		
11	Use fin comb to straighten coil fins.	check		
12	If applicable, clean strainer (annually).	check		
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	check		clean air handler unit.

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		YES	NO	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	check		belt ok
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	check		
16	Check and test freezestat for proper operation	check		
17	Vacuum interior of unit.	check		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	check		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	check		lubricate motor and bearing
20	Clean up work area.	check		yes

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:**