

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **Rotterdam 059**

MECHANIC
SIGNATURE: 

DATE: **9/23/2021**

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

ASSET # 

START TIME: **1100**

FINISH TIME: **1200**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 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 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. | ✓ | | |
| 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. | ✓ | | |
| 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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: