

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

SITE AND BLDG #: **Schenectady 060**MECHANIC
SIGNATURE:DATE: **9/13/2022**LOCATION/RM #: **buildings** WO# **18739** ASSET # START TIME: **1430**FINISH TIME: **1530**

| 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 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. | | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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: