PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR CONDITIONER - WINDOW UNIT

MECHANIC SIGNATURE:

SITE AND BLDG #: WV005

LOCATION/RM #:   **WO#** 18735   **ASSET #** 9100

DATE: 21-MAY-2025

START TIME: 2PM   **FINISH TIME:** 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK CO... YES
	TO BE PERFORMED AT EACH	
1	Clean filter as needed	●
2	Check operating temperature.	●
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	●
4	Inspect motor for excessive heat, noise, and vibration	●
5	Clean condener and evaporator coils and blower.	●
6	Inspect for rust and corrosion.	●
7	Inspect unit for proper operation. Ensure unit it securely mounted in window.	●
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	●

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 perfomed by: General Maintenance Worker

Asset #9100 Window Air Conditioner is working at peak performance.
-AS