

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR CONDITIONER - WINDOW UNIT

MECHANIC
SIGNATURE:



DATE: 17-NOV-2025

SITE AND BLDG #: WV005

LOCATION/RM #: WO# 20507 ASSET # 9100

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION				
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 condenser and evaporator coils and blower.	●		
6	Inspect for rust and corrosion.	●		
7	Inspect unit for proper operation. Ensure unit is 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 description of the deficiency.

To be performed by: General Maintenance Worker

Window AC is operating perfectly with no issues.
-AS

