

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### AIR HANDLER

SITE AND BLDG #: **VA39-01**

MECHANIC  
SIGNATURE:



DATE: **2/8/2023**

LOCATION/RM #: **Boiler** WO# **11827** ASSET # **3047**

START TIME: **10AM**

FINISH TIME: **12PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	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.	●		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	●		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors		●	L1 _____ L2 _____ L3 _____
3	Tighten all electrical connectors/lugs to proper torque.			
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	●		Forgot to get amp draw, busy correcting a few things. ASSET numbers and serial numbers labeled incorrectly.
5	Check bearing collar set screws on fan shaft to make sure they are tight.	●		
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	●		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	●		
8	Lubricate mechanical bearings and connections sparingly.	●		
9	Clean coils by brushing, blowing, vacuuming	●		
10	Check coils for leaking, tightness of fittings.	●		
11	Use fin comb to straighten coil fins.	●		
12	Report any equipment rust or condensate pan rust -IF found open CM			
13	Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	●		
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.	●		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	●		



CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test freezestat for proper operation	●		
17	Vacuum interior of unit.	●		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	●		
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.	●		
20	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:**

All tasks have been complete as necessary, except I forgot amp draws. I ensure they will be done as soon as I get back down there. serial and asset numbers aren't correctly labeled and will need to be corrected.

ASSET 3048 is actually out of service and no longer used. the ASSET NUMBER 3048 IS ACTUALLY LABELED ON ANOTHER TRANE AIRHANDLER WITH NO SERIAL NUMBER AND THE SERIAL NUMBER THAT IS IN THE SYSTEM (K4L270540) IS OUT OF SERVICE.

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