

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Riverside MD200MECHANIC SIGNATURE: [Signature]DATE: 4/5/18LOCATION/RM #: Fill Hall WO# 6388 ASSET # See Notes

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS	
		YES	NO	(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
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.	<input checked="" type="checkbox"/>			
2	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.	<input checked="" type="checkbox"/>			<u>Must Record Tags Initialed + dated</u>
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>			<u>Good</u>
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>		L1 _____ L2 _____ L3 _____	<u>See Notes</u>
3	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>			<u>all tight</u>
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>		<u>N/A</u>	<u>Single Zone AHU</u>
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>			<u>Good</u>
6	Check filters for dirt accumulations; replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>			<u>Replaced all filters + initialed + dated</u>
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>			<u>Good</u>
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>			<u>Good</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>			<u>Brushed off</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>			<u>No leaks visible</u>
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>			<u>Good</u>
12	If applicable, clean strainer (annually).			<u>N/A</u>	
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	<input checked="" type="checkbox"/>			<u>all Clean</u>

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		YES	NO	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
16	Check and test freestat for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all Tight
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	lubed
20	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good

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:

Asset # 2067 ✓ L1-2.4 L-2-2.4 L-3-2.2
 # 2068 ✓ L1-2.5 L2-2.4 L3-2.5
 # 2069 ✓ L1-2.5 L2-2.6 L3-2.7
 # 2070 Not in use