

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Pa 166-01

MECHANIC
SIGNATURE: 

DATE: 5-15-19

LOCATION/RM #: 104 WO# 8474 ASSET # 3169

START TIME: 3

FINISH TIME: 3:30

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	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		L1 <u>6.2</u> L2 <u>6.8</u> L3 <u>6.5</u>
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.	✓		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Check filters for dirt accumulations, 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, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins.	✓		
12	If applicable, clean strainer (annually).	✓		NA
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.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test frezestat 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **AIR HANDLER**

SITE AND BLDG #: PA166-01

MECHANIC
SIGNATURE: 

DATE: 5-15-09

LOCATION/RM #: L6FT WO# 8474 ASSET # 3174

START TIME: 2:30

FINISH TIME: 2:55

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	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		L1 12.1 L2 12.4 L3 12.0
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.	✓		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Check filters for dirt accumulations, 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, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins.	✓		
12	If applicable, clean strainer (annually).	✓		N/A
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.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freestat 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: PA 166-01

MECHANIC
SIGNATURE: 

DATE: 5/15/19

LOCATION/RM #: BOWER WO# 8474 ASSET # 3177
Room

START TIME: 8:30

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (IF TASK COMPLETE, IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO		
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	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.	✓			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check fan blades and moving parts for cracks and excessive wear.	X			
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	X		L1 7.4 L2 8.1 L3 7.3	
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.	X			
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓			
6	Check filters for dirt accumulations, 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.	X			
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓			
10	Check coils for leaking, tightness of fittings.	✓			
11	Use fin comb to straighten coil fins.	✓			
12	If applicable, clean strainer (annually).		✓	NA	
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.	✓			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freestat 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.	✓		

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To be performed by: HVAC Technician

Additional Notes: 10" W.C. with current bag filters

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **AIR HANDLER**

SITE AND BLDG #: PA166-01 MECHANIC SIGNATURE: _____ DATE: 5/15/19

LOCATION/RM #: MECH. ROOM WO# 8474 ASSET # 3175 START TIME: _____ FINISH TIME: _____

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	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		L1 <u>8.2</u> L2 <u>9.1</u> L3 <u>10</u>
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.	✓		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Check filters for dirt accumulations, 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, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins.	✓		
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.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freestat 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.	✓		

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To be performed by: HVAC Technician

Additional Notes: unit is running 10" W.C.
unit runs 10" W.C. when new bag filters are installed

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **AIR HANDLER**

SITE AND BLDG #: Pa 166

8474
LOCATION/RM #: Dr 11 Ball

ASSET # 5180

MECHANIC SIGNATURE: 

DATE: 5-15-01

START TIME: 11:30

FINISH TIME: 11:30

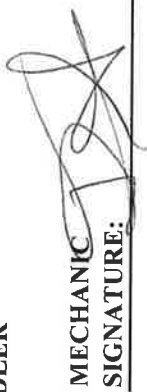
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		L1 5.9 L2 6.0 L3 6.1
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.	✓		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Check filters for dirt accumulations, 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, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins.	✓		
12	If applicable, clean strainer (annually).	✓		NA
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.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freestat 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.	✓		

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLERSITE AND BLDG #: PA166-01 MECHANIC SIGNATURE:  DATE: 5/15/19

LOCATION/RM #: DRILL WO# 8474 ASSET # 3176 START TIME: 10:30 FINISH TIME: 11

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO		
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	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.	☒			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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.	☒		L1 3.4 L2 3.3 L3 3.1	
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.	☒			
5	Check bearing collar set screws on fan shaft to make sure they are tight.	☒			
6	Check filters for dirt accumulations, 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, or pressure washing.	☒			
10	Check coils for leaking, tightness of fittings.	☒			
11	Use fin comb to straighten coil fins.	☒			
12	If applicable, clean strainer (annually).	☒			
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.	☒			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freestat 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.	✓		

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Pa 166-01

MECHANIC
SIGNATURE: 

DATE: 5-20-19

LOCATION/RM #: 1100M WO# 8474 ASSET # 3014

START TIME: 9

FINISH TIME: 9:30

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	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		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.	N/A		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Check filters for dirt accumulations, 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.	N/A		
8	Lubricate mechanical bearings and connections sparingly.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins.	✓		
12	If applicable, clean strainer (annually).	N/A		
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.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freestat 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.	✓		

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To be performed by: HVAC Technician

Additional Notes:

both circuits have leaks & are out of R-22 unable to run until to this will destroy compressors there is no intention to make repairs on this unit from information given by Tim Peter

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Pa 166-01

MECHANIC
SIGNATURE: 

DATE: 5-20-19

LOCATION/RM #: outside WO# 8474 ASSET # 3013

START TIME: 11:20

FINISH TIME: 11:20

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 outage of unit with personnel in area the unit serves.	✓		
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.	✓		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
3	Straighten fin tubes with fin comb, as needed.	✓		
4	Check electrical connections for tightness.	✓		
5	Check mounting base for tightness.	✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	✗	Fan housing on 2 fans is smashed
7	Inspect all piping for leaks and tighten loose connections.	✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
11	Clean up work area.	✓		

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unit is no longer used - 3 fan blade cages need replaced & 2 fan motor housings need replaced
they have no intentions of fixing unit
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