

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: 84166-01 MECHANIC SIGNATURE: Donnie Stung DATE: 5/14/19

LOCATION/RM #: WO# 8744 ASSET # 3073 START TIME: 12:20 FINISH TIME: 12:30

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	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.	☒			
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.	☒			

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: P466-01 MECHANIC SIGNATURE: Dennis Stang DATE: 5/14/19

LOCATION/RM #: WO# 8744 ASSET # 3274 START TIME: 1 FINISH TIME: 1:30

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	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.	☒			
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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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Pa 166-01 MECHANIC SIGNATURE: Dominic Sturdy DATE: 5/16/19

LOCATION/RM #: WO# 8744 ASSET # 3275 START TIME: 2:00 PM FINISH TIME: 2:30

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	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.	☒		
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.	☒		

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.