

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR-CONDENSING UNIT

Heat pump

Pa 166-03

MECHANIC
SIGNATURE: 

DATE: 5-29-19

SITE AND BLDG #: LOCATION/RM #: 1057 WO# 8719 ASSET # 3359

START TIME: 12:10

FINISH TIME: 12:20

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.	☒		
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.