

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### MAKE UP AIR UNIT - HEATING/COOLING

<b>SITE AND BLDG #:</b> _____	<b>MECHANIC SIGNATURE:</b> _____	<b>DATE:</b> _____
<b>LOCATION/RM #:</b> _____	<b>WO#</b> _____	<b>ASSET #</b> _____
<b>START TIME:</b> _____		<b>FINISH TIME:</b> _____

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 shutdown with operating personnel.			
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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating system is operating correctly.			
2	Tighten all electrical connections and measure voltage and current on motors.			
3	Check filters and clean or replace as necessary.			
4	Lubricate all moving parts.			
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).			
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.			
7	Clean evaporator and condenser air conditioning coils.			
8	Clean and adjust blower components to provide proper system airflow.			
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.			

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:**