

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)**

SITE AND BLDG #: _____

**MECHANIC
SIGNATURE:** _____

DATE: _____

LOCATION/RM #: WO# ASSET # _____

START TIME: FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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	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	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).			
2	Clean drain pan and note excessive corrosion. Treat rusted areas with rust inhibitor. Ensure that the rust inhibitor chemical does not add volatile organic compounds or contaminants to the drain pan. If possible, rinse well after application or choose a less hazardous material. Consult the chemicals Safety Data Sheet (SDS) for this information			
3	Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.			
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.			
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.			
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.			
8	Check belt tension and condition. Adjust or replace as required.			
9	Replace pre-filters if needed.			
10	Replace final filter if needed.			

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		YES	NO	
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.			
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required			
13	If applicable, clean and test condensate pump and alarm.			

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: