

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Phase 101*LOCATION/RM #: *Compton WO# 10723*  
*Clear*ASSET # *5078*MECHANIC  
SIGNATURE: *J. Col*DATE: *8/6/18*START TIME: *8:30*FINISH TIME: *8:40*

| CHECK POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE<br>YES      NO | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |  |
|-------------|--|------------------------------|---|--|
|             |  |                              |   |  |
| 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, as needed.   | /                            |   |  |
| 3           | As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.           | /                            |   |  |
| 1           | Check fan blades for dust buildup and clean if necessary.  | /                            |   |  |
| 2           | When applicable, check fan blades and moving parts for cracks and excessive wear.  | /                            |   |  |
| 3           | Tighten all electrical connectors to proper torque as needed.  | /                            |   |  |
| 4           | Check that the fan runs properly in all speeds as applicable.  | /                            |   |  |
| 5           | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.  | /                            |   |  |
| 6           | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.  | /                            |   |  |
| 7           | Lubricate mechanical connections of dampers sparingly as applicable.   | /                            |   |  |
| 8           | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.  | /                            |   |  |
| 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 as needed.  | /                            |   |  |

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

*NA**NA**NA*

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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: General Maintenance Worker  
Additional Notes:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #:

Pr 003-01

LOCATION/RM #: OUTSC WO# 10923 ASSET # 5170

MECHANIC  
SIGNATURE:

DATE:

8/6/18

START TIME: 8:00

FINISH TIME: 8:15

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | SPECIAL INSTRUCTIONS | TASK COMPLETED |    | NOTES/ACTIONS<br>(IF TASK COMPLETED 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.

To be performed by: HVAC Technician

Additional Notes:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *PAC 3-01*LOCATION/RM #: *OUTSIDE* WO# *10923* ASSET # *5171*MECHANIC  
SIGNATURE: *Mark H. Miller*DATE: *8/6/18*START TIME: *8:15*FINISH TIME: *8:30*

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETED |    | NOTES/ACTIONS<br>(IF TASK COMPLETE, 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.

To be performed by: HVAC Technician

Additional Notes:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: Pa 003 - A

LOCATION/RM #: G-1510e WO# 10923

ASSET # 5222

MECHANIC  
SIGNATURE: *Mark H. Kelly*

DATE: 9/6/19

START TIME: 8:30

FINISH TIME: 8:45

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ACTIONS<br>(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.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pa 003-01

LOCATION/RM #:

109 WO# 10823

ASSET # 5247

MECHANIC  
SIGNATURE:

START TIME:

830

DATE:

9/6/18

FINISH TIME:

840

| CHECK POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 shutdown with operating personnel, as needed.   | /             |    |   |
| 3           | As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.           | /             |    |   |
| 4           | Check fan blades for dust buildup and clean if necessary.  | /             |    |   |
| 5           | When applicable, check fan blades and moving parts for cracks and excessive wear.  | /             |    |   |
| 6           | Tighten all electrical connectors to proper torque as needed.  | /             |    |   |
| 7           | Check that the fan runs properly in all speeds as applicable.  | /             |    |   |
| 8           | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.  | /             |    | NP  |
| 9           | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.  | /             |    | NP  |
| 10          | Lubricate mechanical connections of dampers sparingly as applicable.   | /             |    | NP  |
| 11          | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.  | /             |    | NP  |
| 12          | Clean coils by brushing, blowing, vacuuming, or pressure washing.  | /             |    |   |
| 13          | Check coils for leaking, tightness of fittings.  | /             |    |   |
| 14          | Use fin comb to straighten coil fins as needed.  | /             |    |   |

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 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 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: General Maintenance Worker  
Additional Notes:

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PC

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: *Pr 003-ca*LOCATION: *Reyn 10923 asset # 5251*MECHANIC  
SIGNATURE: *[Signature]*DATE: *9/6/19*START TIME: *8:40*FINISH TIME: *8:45*

| CHECK<br>ITEM                                   | CHILLER CONTROL PANEL  | TASK COMPLETED                      |                                     | NOTES/ACTIVITIES<br>(OR ADDITIONAL COMMENTS/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. | <input checked="" type="checkbox"/> |                                     |  |
| 2   | Read and understand the manufacturer's instructions before making any adjustments or calibrations.   |                                     | <input checked="" type="checkbox"/> |  |
| 4   | Schedule work with operating personnel, as needed.   |                                     | <input checked="" type="checkbox"/> |  |
| 5   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      | <input checked="" type="checkbox"/> |                                     |  |
| 6   | Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.  | <input checked="" type="checkbox"/> |                                     |  |
| 7   | Replace defective control safeties (as work order) found while performing preventive maintenance.  | <input checked="" type="checkbox"/> |                                     |  |
| JOB PERFORMED DATE EACH INSPECTION IS PERFORMED |  |                                     |                                     |  |
| 1   | Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.            | <i>MA</i>                           |                                     |  |
| 2   | Check and clean all electrical contacts and pneumatic orifices.  | <i>MA</i>                           |                                     |  |
| 3   | Check pneumatic tubing for leaks or damage. Repair or replace as required.   | <i>MA</i>                           |                                     |  |
| 4   | Check for bad indicator lights and gauges and replace as necessary.  | <i>MA</i>                           |                                     |  |
| 5   | Test all controllers and set at proper set points.   | <i>MA</i>                           |                                     |  |
| 6   | Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.  | <i>MA</i>                           |                                     |  |

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

Additional Notes:

*BAS**Control**Panel*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: Proo3 701  
 LOCATION: DRILL TOWER w# 16923 ass# 52c

MECHANIC  
SIGNATURE:

DATE:

8/6/18

START TIME:

FINISH TIME:

| CHECK<br>ITEM | CHILLER CONTROL PANEL<br>DESCRIPTION   | PARK (COMPLETED)<br>YES NO | NOTES/ACCTIONS                                  |                |
|---------------|--|----------------------------|---|----------------|
|               |  |                            | NOTES/ACCTIONS                                  | NOTES/ACCTIONS |
| 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. |                            | <input checked="" type="checkbox"/>             |                |
| 2             | Read and understand the manufacturer's instructions before making any adjustments or calibrations.   |                            | <input type="checkbox"/>                        |                |
| 4             | Schedule work with operating personnel, as needed.   |                            |   |                |
| 5             | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      |                            | <input type="checkbox"/>                        |                |
| 6             | Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.  |                            | <input checked="" type="checkbox"/>             |                |
| 7             | Replace defective control safeties (as work order) found while performing preventive maintenance.  |                            | <input checked="" type="checkbox"/>             |                |
|               |  |                            | JOB PERFORMED DATE EACH INSPECTION IS PERFORMED |                |
| 1             | Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.            |                            | <u>8/6/18</u>                                   |                |
| 2             | Check and clean all electrical contacts and pneumatic orifices.  |                            |   |                |
| 3             | Check pneumatic tubing for leaks or damage. Repair or replace as required.   |                            |   |                |
| 4             | Check for bad indicator lights and gauges and replace as necessary.  |                            |   |                |
| 5             | Test all controllers and set at proper set points.   |                            | <u>mp</u>                                       |                |
| 6             | Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.  |                            |   |                |

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

Additional Notes:

HVAC Air Control Panel

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #: PR CO 3 - 01  
LOCATION/RM #: MCP WO# 10923 ASSET # 7388

MECHANIC  
SIGNATURE:

DATE:

8/6/19

START TIME: 6:00AM

FINISH TIME:

6:15 AM

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: General Maintenance Worker  
Additional Notes:

#### Additional Notes:

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