

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

SITE AND BLDG #: 6053-01 MECHANIC SIGNATURE: Devine Stamp DATE: 3/19/19

LOCATION/RM #: 603 WO# 7869 ASSET # 4710 START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|--|
|   |   | YES           | NO |  |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |  |
| 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  | ✓             |    |  |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |  |
| 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.  | ✓             |    |  |

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|-------------|---|---------------|----|---|
|             |   | YES           | NO |   |
| 10          | Replace final filter if needed.   | ✓             |    |   |
| 11          | If applicable confirm the following:<br>i. Humidistat activates humidifier.<br>ii. Reheat coils activate properly.<br>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 description of the deficiency.  
To be performed by: HVAC Technician

**Additional Notes:**

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR COMPRESSOR

SITE AND BLDG #: 9053-01 MECHANIC SIGNATURE: Daniel Sando DATE: 3/14/19

LOCATION/RM # Mechan WO# 7869 ASSET # 5337 START TIME: FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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  | 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  | Perform normal tour checks and operations. Perform a visual inspection of the air system, noting any obvious leaks or portions of the air distribution network that may be subject to physical damage. | ✓             |    |   |
| 2  | Change compressor crankcase oil (annually).  | ✓             |    |   |
| 3  | Clean or replace air intake filter, as needed.   | ✓             |    |   |
| 4  | Check air dryer, automatic condensate drains, and air tank for proper operation. Manually blow down condensate tank if needed. Clean condenser coils and cover grills, if applicable.                  | ✓             |    |   |
| 5  | Inspect oil separators for any sign of oil entering the system.  | ✓             |    |   |
| 6  | Inspect belt alignment and condition. Adjust or replace belts as required. Belts should be replaced in complete sets.  | ✓             |    |   |
| 7  | Check for corrosion and scale on water cooled units.   | ✓             |    |   |
| 8  | Clean heat exchange surfaces.  | ✓             |    |   |
| 9  | Check accuracy of gauges with calibrated test gauge.   | ✓             |    |   |
| 10   | On two stage compressor, check intermediate pressure.  | ✓             |    |   |
| 11   | Test relief valves, replace if leaking or the relief range is incorrect. Do not readjust safety relief valves in the field.  | ✓             |    |   |

| CHECK POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|---|---------------|----|---|
|             |   | YES           | NO |   |
| 12          | Check cut in and cut out of compressor pressure controller, readjust if necessary for proper air pressure requirements. Do not exceed ASME maximum tank pressure. | ✓             |    |   |
| 13          | Check to make sure belt guard is installed prior to putting air compressor back in service.   | ✓             |    |   |
| 14          | Check if air compressor is running excessively or frequently cycling on and off (possible leaks).   | ✓             |    |   |

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To be performed by: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: P4 053-01 MECHANIC SIGNATURE: Donna Stingo DATE: 3/14/19

LOCATION/RM #: Acc 1, 23 WO# 7869 ASSET # 5347 START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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  | Read and understand the manufacturer's instructions before making any adjustments or calibrations.   | ✓             |    |   |
| 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  | Obtain username and password for login. If not available, contact appropriate company manager to obtain access.  | ✓             |    | No Password Available/ no computer access                               |
| 2  | Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.  | ✓             |    |   |
| 3  | Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.   | ✓             |    |   |
| 4  | Check electrical power connections including incoming line voltage.  | ✓             |    |   |
| 5  | Check all fuses for evidence of heating or weakening.  | ✓             |    |   |
| 6  | Check inputs and outputs on DDC/PLC check input and outputwiring connections for tightness very carefully.   | ✓             |    |   |
| 7  | If applicable, check relays for burnt contact points.  | ✓             |    |   |
| 8  | Check all point labels are correct and up to date, if applicable.  | ✓             |    |   |
| 9  | Check all plug connections in the panel to ensure the plugs are fully seated.  | ✓             |    |   |

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