

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

Pp 079-01

LOCATION/RM #:

Pool

WO#

8763

ASSET #

3220

MECHANIC

SIGNATURE:



DATE:

5/16/18

START TIME:

9:50

FINISH TIME:

9:55

ITEM NO.	DESCRIPTION	REPAIRS/RECOMMENDATIONS		NOTES/ACTIONS
		YES	NO	
<p>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.</p>				
1	Schedule outage of unit with personnel in area the unit serves.	/	/	
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.	/	/	
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/	/	
<p>TO BE PERFORMED AT FACILITY INSPECTION SERVICE</p>				
4	Remove debris from air screen and clean underneath unit.	/	/	
5	Wash coil with coil cleaning solution - Rinse Thoroughly	/	/	
6	Straighten fin tubes with fin comb, as needed.	/	/	
7	Check electrical connections for tightness.	/	/	
8	Check mounting base for tightness.	/	/	
9	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/	/	
10	Inspect all piping for leaks and tighten loose connections.	/	/	
11	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/	/	
12	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/	/	
13	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/	/	
14	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:

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# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

P 079-01

LOCATION/RM #:

Roof WO# 8723

ASSET # 3271

MECHANIC  
SIGNATURE:

START TIME:

DATE:

FINISH TIME:

GENERAL DESCRIPTION		REPAIRS/REPLACEMENTS		NOTES/ACTIONS	
NO.	DESCRIPTION	YES	NO	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.				
WORK PERFORMED AT FACILITY 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.			NA	
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.			NA	
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:

1 PC

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# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

LOCATION/RM #:

WO#

ASSET #

MECHANIC  
SIGNATURE:

DATE:

START TIME:

FINISH TIME:

ITEM NO.	DESCRIPTION	COMPLETION		NOTES/ACTIONS
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
	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.			
	Schedule outage of unit with personnel in area the unit serves.			
	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.			
<b>TO BE PERFORMED DURING INSPECTION SERVICE</b>				
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:

ACCU - 1

Can LED

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# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST HOT AIR FURNACE

ACTIVITY AND BLDG #:

P 078-01

LOCATION:

Rt 2723 ASST 11 3439

MECHANIC  
SIGNATURE:

[Signature]

DATE:

5/15/18

START TIME:

FINISH TIME:

ITEM NO.	DESCRIPTION	COMPLETION		NOTES/ACTIONS
		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	Review manufacturer's instructions.			
3	Schedule shutdown with operating personnel.			
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
5	Remove furnace ends and access panels if applicable.			
6	Check the fire box liner or refractory for cracks and leaks.			
7	Check smoke stack for obstructions, leaks, etc.			
8	Clean bottom of smoke stack (breaching).			
9	Clean all fans and motors.			
10	Check operation of controls and safeties.			
11	Lubricate as required.			
12	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)			
13	Replace furnace and access panels ends if removed.			
14	Check all motors, belts, pulleys, shafts, etc. for alignment.			
15	Treat all rusted areas with rust inhibitor and touch up paint.			
16	Remove lock outs and tags. Restore fuel and power supply.			

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:

CFM - 5

Doe Mr Work

Parts Taken out Before we

Started Program Also Cuts

on Filter Steel

BK



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST HOT AIR FURNACE

ACTIVITY AND BLDG #:

Pr 078-01

LOCATION:

Lab at 8923 155th # 3941

MECHANIC  
SIGNATURE:

DATE:

5/11/18

START TIME:

FINISH TIME:

CHECK POINT	CHECK/DESCRIPTION	PASS/COMPLIANCE		NOTES/ACTIONS (If Pass/No Action, No Need to Provide Instructions)
		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	Review manufacturer's instructions.			
3	Schedule shutdown with operating personnel.			
4	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>PROBABLE PERFORMED/REPAIR/INSPECTION SERVICE</b>				
5	Remove furnace ends and access panels if applicable.			
6	Check the fire box liner or refractory for cracks and leaks.			
7	Check smoke stack for obstructions, leaks, etc.			
8	Clean bottom of smoke stack (breaching).			
9	Clean all fans and motors.			
10	Check operation of controls and safeties.			
11	Lubricate as required.			
12	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)			
13	Replace furnace and access panels ends if removed.			
14	Check all motors, belts, pulleys, shafts, etc. for alignment.			
15	Treat all rusted areas with rust inhibitor and touch up paint.			
16	Remove lock outs and tags. Restore fuel and power supply.			

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:

GFIH - 4 Res xlr labels

Parts Take off before we

Starts program also Cuts on

Filter check

PX

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST HOT AIR FURNACE

ACTIVITY AND BLDG #:

PA 078-41

LOCATION:

PANEL 122 8763 ASSESS 2452

MECHANIC

SIGNATURE:

DATE: 5/15/18

START TIME:

FINISH TIME:

ITEM NO.	DESCRIPTION	COMPLETION		NOTES/ACTIONS
		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	Review manufacturer's instructions.		/	
3	Schedule shutdown with operating personnel.		/	
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
5	Remove furnace ends and access panels if applicable.			
6	Check the fire box liner or refractory for cracks and leaks.		N/A	
7	Check smoke stack for obstructions, leaks, etc.		N/A	
8	Clean bottom of smoke stack (breaching).		N/A	
9	Clean all fans and motors.		N/A	
10	Check operation of controls and safeties.	/		
11	Lubricate as required.	/		
12	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)		N/A	
13	Replace furnace and access panels ends if removed.		N/A	
14	Check all motors, belts, pulleys, shafts, etc. for alignment.	/		
15	Treat all rusted areas with rust inhibitor and touch up paint.	/		
16	Remove lock outs and tags. Restore fuel and power supply.		N/A	

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:

2 PC

3252 A

AMPAGE

14.2

12.8

12

3252 B

STILL

DOES

XLOT

WORK

BKC



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #:

P 072-01

LOCATION/RM #:

WO# 8743

ASSET #

1050

MECHANIC  
SIGNATURE:

*[Signature]*

DATE:

5/10/18

START TIME:

1100

FINISH TIME:

1115

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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.
- 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.

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- 1 Check water inlet and outlet for any leaks, repair as needed.
- 2 Clean and/or replace filter as needed.
- 3 If applicable, check hours per usage, replace tanks's as needed.

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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 discription of the deficiency.  
To be performed by: General Maintenance Worker

Additional Notes:

*BK*