

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *Pr 679-01*LOCATION/RM #: *pool* WO# *8763* ASSET # *320*MECHANIC
SIGNATURE: *John T. S.*DATE: *5/10/18*START TIME: *9:45*FINISH TIME: *9:55*

ITEM NUMBER	ITEM DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES / CHORES (A task group can be used for this row if provided by organization)
		NOTICE	DISMANTLING	
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.	/	NP	
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.	/	NP	
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 Pe**PL*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *Pr 078-a*
 LOCATION/RM #: *Roof* WO# *8783* ASSET # *3271*

MECHANIC
SIGNATURE: *John S*

DATE: *5/10/18*

START TIME: *9:55*

FINISH TIME: *10:55*

ITEM/ITEM #(SEQ)	CHECKLIST DESCRIPTION	PASSED/NOT PASSED		NOTES/CHANGES
		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 DATA W/ 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:

1 *PC*

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

Pr 678-01

LOCATION/RM #:

WO# 5763

ASSET # 330

MECHANIC
SIGNATURE:

TJL

DATE:

5/10/18

START TIME:

FINISH TIME:

PROCEDURE	DESCRIPTION (DRAFT)	TASK CODE	VIA	NO.	SPECIAL INSTRUCTIONS		NOTES / ACHIEVEMENTS
					TO BE PERFORMED	DATE EACH INSPECTION SERVICE	
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.						
5	Remove debris from air screen and clean underneath unit.						
6	Wash coil with coil cleaning solution - Rinse Thoroughly						
7	Straighten fin tubes with fin comb, as needed.						
8	Check electrical connections for tightness.						
9	Check mounting base for tightness.						
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.						
11	Inspect all piping for leaks and tighten loose connections.						
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.						
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.						
	Inspect unit for overall condition and recommend for replacement or other needed repairs.						
	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

Con ED

BLC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
HOT AIR FURNACE

ACTIVITY AND BLDG #:

P 078-01

LOCATION: Ref Work 8753 Asset # 3439

MECHANIC
SIGNATURE: *Y. C.*

DATE: 5/15/13

START TIME:

FINISH TIME:

ITEM	DESCRIPTION	TASK COMPLETED	SPECIAL INSTRUCTIONS		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:

CFH-5 Doc. No. Work
 Parts Taken off Before us
 Starter present also later
 on filter sheet

*K
R*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
HOT AIR FURNACE

ACTIVITY AND BLDG #: *Pr 078 - C*LOCATION: *Roof at 8963 1551 2941*MECHANIC
SIGNATURE: *John Taylor*DATE: *5/1/18*

START TIME:

FINISH TIME:

ITEM	DESCRIPTION	TASK 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.			
	TO BE PERFORMED DURING INSPECTION SERVICE			
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:

GFH - 4

Does not work

Parts take off before we

start program

also after on

filter shake

PK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
HOT AIR FURNACE

ACTIVITY AND BLDG #:

Pa 078-4

LOCATION: Dwell 102 W# 8763 Bldg # 3052

MECHANIC
SIGNATURE:

START TIME:

DATE: 5/15/18

FINISH TIME:

ITEM #	DESCRIPTION	DAYS TO COMPLETE		NOTES/ACTIONS
		Y/M/D	Y/M/D	
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.			
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
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 Pa

3052 A PRECISE 19.2 12.8 12

3252 B STUZ does not work

JK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: P0 878-0

LOCATION/RM #:

WO# 8763

ASSET # 1058

MECHANIC
SIGNATURES

DATE:

5/10/18

START TIME:

1000

FINISH TIME:

1115

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.		/	
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.		/	
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 as needed.		/	

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: