

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: Pa 166-01 Date of Visit: 5-15-19

Contractor Personnel on Site:

1. Dominic Stango 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**Work Performed:**

**Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)**

1. W0# 8474, 8612, 8744  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

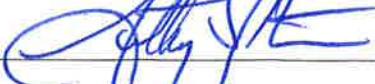
Print Name: Dominic Stango Date: 5-29-19

Signed: 

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Timothy S PETERS Date: 29 MAY 19

Signed: 

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

**SITE AND BLDG #:** PA 164 - 01

**MECHANIC**  
**SIGNATURE:** 

**LOCATION/RM #:** LOFT    **WO#** 8474    **ASSET #** 3174    **DATE:** 5/15/09  
**START TIME:** 2:30    **FINISH TIME:** 2:55

| <b>CHECK POINT</b>                                | <b>CHECKPOINT DESCRIPTION</b>   | <b>TASK COMPLETE</b>                |           | <b>NOTES/ ACTIONS</b><br><small>IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION</small> |
|---|---|-------------------------------------|-----------|---|
|   |   | <b>YES</b>                          | <b>NO</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.  | <input checked="" type="checkbox"/> |           |   |
| 2   | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.  | <input checked="" type="checkbox"/> |           |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                                     |           |   |
| 1   | Check fan blades and moving parts for cracks and excessive wear.  | <input checked="" type="checkbox"/> |           |   |
| 2   | Check running motor amperages on all three phases (record in note column) note L1, L2, and L3 amp draws.  | <input checked="" type="checkbox"/> |           | L1 12.1 L2 12.4 L3 12.0   |
| 3   | Tighten all electrical connectors/lugs to proper torque.  | <input checked="" type="checkbox"/> |           |   |
| 4   | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.  | <input checked="" type="checkbox"/> |           |   |
| 5   | Check bearing collar set screws on fan shaft to make sure they are tight.   | <input checked="" type="checkbox"/> |           |   |
| 6   | Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.   | <input checked="" type="checkbox"/> |           |   |
| 7   | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.   | <input checked="" type="checkbox"/> |           |   |
| 8   | Lubricate mechanical bearings and connections sparingly.  | <input checked="" type="checkbox"/> |           |   |
| 9   | Clean coils by brushing, blowing, vacuuming, or pressure washing.   | <input checked="" type="checkbox"/> |           |   |
| 10  | Check coils for leaking, tightness of fittings.   | <input checked="" type="checkbox"/> |           |   |
| 11  | Use fin comb to straighten coil fins.   | <input checked="" type="checkbox"/> |           |   |
| 12  | If applicable, clean strainer (annually).   | <input checked="" type="checkbox"/> |           | N/A   |
| 13  | Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | <input checked="" type="checkbox"/> |           |   |

| CHECK POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO. PROVIDED EXPLANATION) |
|-------------|---|---------------|----|--|
|             |   | YES           | NO |  |
| 14          | Check belts for wear and cracks, adjust tension or alignment. Replace Belts when necessary. Multi-belt drives shall only be replaced with matched sets.                     | ✓             |    |  |
| 15          | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.                                       | ✓             |    |  |
| 16          | Check and test freestate for proper operation   | ✓             |    |  |
| 17          | Vacuum interior of unit.  | ✓             |    |  |
| 18          | Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.   | ✓             |    |  |
| 19          | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | ✓             |    |  |
| 20          | 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**  
**AIR HANDLER**

**SITE AND BLDG #:** Da 166-01

**MECHANIC SIGNATURE:** 5-15-10

**DATE:**

**LOCATION/RM #:** Loft    **WO#** 8474    **ASSET #** 3169

**START TIME:** 5    **FINISH TIME:** 3:30

| <b>CHECK POINT</b>                                | <b>CHECKPOINT DESCRIPTION</b>   | <b>TASK COMPLETE</b>                |           | <b>NOTES/ ACTIONS<br/>(IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)</b> |
|---|---|-------------------------------------|-----------|---|
|   |   | <b>YES</b>                          | <b>NO</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.  | <input checked="" type="checkbox"/> |           |   |
| 2   | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.  | <input checked="" type="checkbox"/> |           |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                                     |           |   |
| 1   | Check fan blades and moving parts for cracks and excessive wear.  | <input checked="" type="checkbox"/> |           |   |
| 2   | Check running motor temperatures on all three phases (record in note column) notable L1, L2, and L3 amp draws.  | <input checked="" type="checkbox"/> |           | <u>L16,2 L26,8 L36,5</u>  |
| 3   | Tighten all electrical connectors/lugs to proper torque.  | <input checked="" type="checkbox"/> |           |   |
| 4   | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.  | <input checked="" type="checkbox"/> |           |   |
| 5   | Check bearing collar set screws on fan shaft to make sure they are tight.   | <input checked="" type="checkbox"/> |           |   |
| 6   | Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.   | <input checked="" type="checkbox"/> |           |   |
| 7   | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.   | <input checked="" type="checkbox"/> |           |   |
| 8   | Lubricate mechanical bearings and connections sparingly.  | <input checked="" type="checkbox"/> |           |   |
| 9   | Clean coils by brushing, blowing, vacuuming, or pressure washing.   | <input checked="" type="checkbox"/> |           |   |
| 10  | Check coils for leaking, tightness of fittings.   | <input checked="" type="checkbox"/> |           |   |
| 11  | Use fin comb to straighten coil fins.   | <input checked="" type="checkbox"/> |           | <u>NA</u>   |
| 12  | If applicable, clean strainer (annually).   | <input checked="" type="checkbox"/> |           |   |
| 13  | Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | <input checked="" type="checkbox"/> |           |   |

| CHECK POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO. PROVIDED NO. PROVIDED EXPLANATION) |
|-------------|---|---------------|----|---|
|             |   | YES           | NO |   |
| 14          | Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.                     | ✓             |    |   |
| 15          | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.                                       | ✓             |    |   |
| 16          | Check and test freezestat for proper operation  | ✓             |    |   |
| 17          | Vacuum interior of unit   | ✓             |    |   |
| 18          | Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.   | ✓             |    |   |
| 19          | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | ✓             |    |   |
| 20          | 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**  
**AIR HANDLER**

  
**MECHANIC**  
**SIGNATURE:**

**SITE AND BLDG #:** PA 166-01

**LOCATION/RM #:** B101E2 WO# 8474 **ASSET #** 3177  
 200m

| <b>CHECK POINT</b>                                | <b>CHECKPOINT DESCRIPTION</b>  | <b>TASK COMPLETE</b>                |           | <b>NOTES/ACTIONS</b><br>(IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION) |
|---|--|-------------------------------------|-----------|---|
|   |  | <b>YES</b>                          | <b>NO</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.   | <input checked="" type="checkbox"/> |           |   |
| 2   | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.                                 | <input checked="" type="checkbox"/> |           |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |                                     |           |   |
| 1   | Check fan blades and moving parts for cracks and excessive wear.   | <input checked="" type="checkbox"/> |           |   |
| 2   | Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.   | <input checked="" type="checkbox"/> |           | L1 <u>7.4</u> L2 <u>8.1</u> L3 <u>7.3</u>                                     |
| 3   | Tighten all electrical connectors/lugs to proper torque.   | <input checked="" type="checkbox"/> |           |   |
| 4   | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.   | <input checked="" type="checkbox"/> |           |   |
| 5   | Check bearing collar set screws on fan shaft to make sure they are tight.  | <input checked="" type="checkbox"/> |           |   |
| 6   | Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.  | <input checked="" type="checkbox"/> |           |   |
| 7   | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.  | <input checked="" type="checkbox"/> |           |   |
| 8   | Lubricate mechanical bearings and connections sparingly.   | <input checked="" type="checkbox"/> |           |   |
| 9   | Clean coils by brushing, blowing, vacuuming, or pressure washing.  | <input checked="" type="checkbox"/> |           |   |
| 10  | Check coils for leaking, tightness of fittings.  | <input checked="" type="checkbox"/> |           |   |
| 11  | Use fin comb to straighten coil fins.  | <input checked="" type="checkbox"/> |           |   |
| 12  | If applicable, clean strainer (annually).  | <input checked="" type="checkbox"/> |           |   |
| 13  | Flush and clean condensate pans and drains, remove all rust, prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution. Treat condensate pans with an EPA approved biocide. | <input checked="" type="checkbox"/> |           |   |

**DATE:** 5/15/19

| CHECK POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO. PROVIDED EXPLANATION) |
|-------------|---|---------------|----|--|
|             |   | YES           | NO |  |
| 14          | Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.                     | ✓             |    |  |
| 15          | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.                                       | ✓             |    |  |
| 16          | Check and test freezestat for proper operation  |               |    |  |
| 17          | Vacuum interior of unit.  | ✓             |    |  |
| 18          | Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.   | ✓             |    |  |
| 19          | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | ✓             |    |  |
| 20          | 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: 10" W.C. with current bag filters

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: PA 166 - 01  
LOCATION/RM #: MECH. WO# 8474  
ROOM ASSET # 3175

MECHANIC  
SIGNATURE:

DATE: 5/15/19

ASSET # 375

200M

| 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  | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.  | ✓             |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |               |    |   |
| 1  | Check fan blades and moving parts for cracks and excessive wear.  | ✓             |    | L1 6, 7   |
| 2  | Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.  | ✓             |    | L2 9, 1   |
| 3  | Tighten all electrical connectors/lugs to proper torque.  | ✓             |    | L3 10   |
| 4  | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.  | ✓             |    |   |
| 5  | Check bearing collar set screws on fan shaft to make sure they are tight.   | ✓             |    |   |
| 6  | Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.   | ✓             |    |   |
| 7  | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.   | ✓             |    |   |
| 8  | Lubricate mechanical bearings and connections sparingly.  | ✓             |    |   |
| 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.   | ✓             |    |   |
| 12   | If applicable, clean strainer (annually).   | ✓             |    | MA  |
| 13   | Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | ✓             |    |   |

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FINISH TIME:**

**START TIME:**

ASSET # 375

200M

| 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           | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.  | ✓             |    |   |
|             | <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>   |               |    |   |
| 1           | Check fan blades and moving parts for cracks and excessive wear.  | ✓             |    |   |
| 2           | Check running motor amperages on all three phases (record in note column) notate L1, L2, and L3 amp draws.  | ✓             |    | L1 <u>6.2</u> L2 <u>9.1</u> L3 <u>10</u>                                |
| 3           | Tighten all electrical connectors/lugs to proper torque.  | ✓             |    |   |
| 4           | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.  | ✓             |    |   |
| 5           | Check bearing collar set screws on fan shaft to make sure they are tight.   | ✓             |    |   |
| 6           | Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.   | ✓             |    |   |
| 7           | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.   | ✓             |    |   |
| 8           | Lubricate mechanical bearings and connections sparingly.  | ✓             |    |   |
| 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.   | ✓             |    |   |
| 12          | If applicable, clean strainer (annually).   | ✓             |    | WA  |
| 13          | Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | ✓             |    |   |

| CHECK POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO. PROVIDED NO. PROVIDED EXPLANATION) |
|-------------|---|---------------|----|---|
|             |   | YES           | NO |   |
| 14          | Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.                     | ✓             |    |   |
| 15          | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.                                       | ✓             |    |   |
| 16          | Check and test freezestat for proper operation  | ✓             |    |   |
| 17          | Vacuum interior of unit.  | ✓             |    |   |
| 18          | Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.   | ✓             |    |   |
| 19          | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | ✓             |    |   |
| 20          | 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

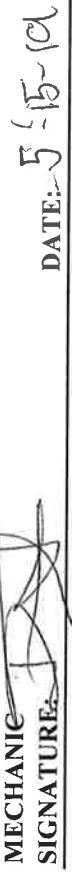
Additional Notes: *Unit is running 10" WC, when new bag filters are installed*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**



SITE AND BLDG #: Pa 166

LOCATION/RM #: Dr 111 Hall    WO#: 8474    ASSET #: 5180

MECHANIC SIGNATURE: 

DATE: 5-15-10

START TIME: 11:00    FINISH TIME: 11:30

| <b>CHECK POINT</b>                                | <b>CHECKPOINT DESCRIPTION</b>   | <b>TASK COMPLETE</b>                |                          | <b>NOTES/ ACTIONS</b><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|-------------------------------------|--------------------------|--|
|   |   | <b>YES</b>                          | <b>NO</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.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 2   | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                                     |                          |  |
| 1   | Check fan blades and moving parts for cracks and excessive wear.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 2   | Check running motor temperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | L1 5.9 L2 6.0 L3 6.1   |
| 3   | Tighten all electrical connectors/lugs to proper torque.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 4   | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 5   | Check bearing collar set screws on fan shaft to make sure they are tight.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 6   | Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 7   | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 8   | Lubricate mechanical bearings and connections sparingly.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 9   | Clean coils by brushing, blowing, vacuuming, or pressure washing.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 10  | Check coils for leaking, tightness of fittings.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 11  | Use fin comb to straighten coil fins.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 12  | If applicable, clean strainer (annually).   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | NA   |
| 13  | Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |

| CHECK POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO. PROVIDED NO. PROVIDED EXPLANATION) |
|-------------|---|---------------|----|---|
|             |   | YES           | NO |   |
| 14          | Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.                     | ✓             |    |   |
| 15          | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.                                       | ✓             |    |   |
| 16          | Check and test freezestat for proper operation  | ✓             |    |   |
| 17          | Vacuum interior of unit   | ✓             |    |   |
| 18          | Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.   | ✓             |    |   |
| 19          | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | ✓             |    |   |
| 20          | 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:**