

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

<b>SITE AND BLDG #:</b> <a href="#">NY126N01</a>		<b>MECHANIC</b> <b>SIGNATURE:</b> <a href="#">James R Groft Jr</a>		<b>DATE:</b> <a href="#">05/15/2024</a>
<b>LOCATION/RM #:</b> <a href="#">WO#15539</a> <b>ASSET #</b> <a href="#">3143</a>		<b>START TIME:</b>		<b>FINISH TIME:</b>
<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	<input checked="" type="checkbox"/>		  
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>		
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>		
4	Lubricate all moving parts.	<input checked="" type="checkbox"/>		
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>		
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	<input checked="" type="checkbox"/>		
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>		
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>		

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:**