

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **albany 001**

MECHANIC  
SIGNATURE: 

DATE: **9/23/2020**

LOCATION/RM #: **exterior** WO# **10139,** ASSET # **9007,9008**  
**10140**

START TIME: **0930**

FINISH TIME: **1000**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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	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.		✗	
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.	✓		unit is non operational. Compressor Is bad. building is unocc
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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**