

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY023-121

**MECHANIC
SIGNATURE:**

Tim G
DATE: 12/17/18

LOCATION/RM #:

START TIME: 9 AM

FINISH TIME: 10 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-121	1344	9290	PM-FQT-9290	<i>PAINTED</i>			J-04 1-pc Air Handler	<i>AMSA</i>
NY023-121	1345	9291	PM-FQT-9291	<i>CARRIER</i>	SRCOOL 12K	2344AUAC8 85C00507	J-04 1-pc Portable A/C Floor Style <i>DUCTLESS MINISPLIT</i>	<i>Electrical room</i>
NY023-121	1346	9292	PM-FQT-9292	<i>CARRIER</i>	SRCOOL 12K2	2344AUAC8 85C00282	J-04 1-pc Portable A/C Floor Style <i>DUCTLESS MINISPLIT</i>	
NY023-121	1347	9293	PM-FQT-9293	<i>PAINTED</i>			J-04 1-pc Air Handler	<i>AMSA</i>

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	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.	<i>A</i>		
2	Check running motor amps on all three phases (record in note column) note L1, L2, and L3 amp draws.			<i>_____</i>
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).			
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.			

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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 freeze stat 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 repair exceeding \$250 open a corrective maintenance ticket. The ticket shall be performed by: HVAC Technician **Addition** Lab #, Date: **05/07/2018** for **05/07/2018** occurrence. For any deficiencies, the technician shall correct the deficiency. To be



