

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR CONDITIONER - PACKAGE UNIT**

ACTIVITY AND BLDG #: NY023-200

MECHANIC  
SIGNATURE: *Tu C*

DATE: 12/17/18

LOCATION:

START TIME: 900AM

FINISH TIME: 930AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	1351	9426	PM-FQT-9426	DAIKIN	DUCTLESS MINI SPLIT		J-04 1-pc AC Unit, Computer Room	1st floor
NY023-200	1352	9433	PM-FQT-9433	Environmental Corporation			J-09 8-pc PTAC	All 3 floors
NY023-200	1353	9434	PM-FQT-9434	"	SSB81U	"	J-09 2-pc PTAC	exterior walls

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Verify Filter Condition. If clogged prior to scheduled change, change filter immediately. Label date on all filter installations.			PTAC'S FILTERS WERE DIRTY
2	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.			DIDNT HAVE correct size onsite
3	Inspect fan for bent blades, unbalance, excessive noise and vibration.			
4	Inspect, adjust belts and pulleys. Replace belt as needed.			
5	Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness.			
6	Clean evaporator coils. Use cleaning solvent that is approved by equipment manufacturer. Clean blower wheels when coils are cleaned.			
7	Clean condenser coils and straighten fins as required. Use cleaning solvent that is approved by equipment manufacturer.			

9	Inspect for tightness of connection to duckwork.			RM 201G - NEEDS
10	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit			FAN motor replaced on PTAC UNIT
11	Inspect piping and valves for leaks and tighten loose connections.			
12	Inspect mounting brackets, bolts, fan guards, etc., adjust and tighten as required.			
13	Check all structural components; tighten bolts, nuts, and supports as required.			
14	Inspect for rust and corrosion. Apply paint where applicable.			
15	Inspect for waterlogged, loose, torn, or missing insulation. Repair as needed.			
16	Check the drain pan and condensate piping for blockages. Remove if found. Add treatment to prevent fungus growth. Clean drain pan.			
17	Inspect controls and unit for proper operation.			
18	Inspect unit for overall condition and recommend for replacement or other needed repairs.			
19	Check compressor oil levels and/or pressure on refrigerant systems having oil level and/or pressure measurement means. Repair, replace, or adjust as needed to ensure proper operation. If a leak is suspected, check all piping and connections for leaks.			
20	Check refrigerant system temperatures. If outside of recommended levels, find cause, repair, and adjust refrigerant charge to achieve optimal operating levels.			
21	Check oil level, add oil as required			
8	Clean heat wheel using soap and water.			

