

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY023-123

**MECHANIC
SIGNATURE:** *Deen Lowe*

DATE: *12/22/20*

LOCATION/RM #: *Various Locations*

START TIME: *8 Am*

FINISH TIME: *2 pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	10717	190917-164	PFQ190917164	Trane	4tta304804000ca	14334pnd3f	1-pc AC Units	
NY023-123	10717	190917-165	PFQ190917164	Trane	4tta304804000ca	16171ch3f	1-pc AC Units	
NY023-123	10717	190917-166	PFQ190917164	Trane	4tta304804000ca	14515muc3f	1-pc AC Units	
NY023-123	10700	9337	PM-FQT-9337				J-04 1-pc Air Handler	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Check/Lubricate blower and motor bearings	✓		
2	Check operating voltage- indicate voltage in note section	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	✓		
2	Visually check control valve(s)	✓		_____
3	Check operation of control valve(s)	✓		
4	Check condition of coils	✓		

5	Visually inspect for coil leaks	✓		
6	Visually inspect for piping leaks	✓		
7	Check for deterioration of gaskets	✓		
8	Record differential temperatures	✓		
9	Record differential pressures	✓		
10	Check starter/contactor	✓		
11	Check and tighten electrical connections	✓		
12	Clean condensate pan and clear drain line	✓		
13	Check overall condition of unit- include year of model in note section	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- indicate size in note section	✓		
15	Change/Check filter- indicate size in note section	✓		
16	Check integrity of cabinet hardware	✓		
17	Inspect motor mounting isolators	✓		
18	Check condition of pulley and belts	✓		
19	Check pulley alignment	✓		
20	Remove and dispose of any debris from any maintenance activity	✓		
21	Document tasks performed during visit and report any observations to supervisor	✓		

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:**

- Coil is broke in the kitchen Air Handler and is in the process of being replaced. (Asset # 190917-165)

