

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY023-123

MECHANIC
SIGNATURE: *Cristal Wolfe*

DATE: *9/10/19*

LOCATION/RM #:

START TIME: *7am*

FINISH TIME: *8:30am*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	5198	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	<input checked="" type="checkbox"/>		
2	Check operating voltage- indicate voltage in note section		<i>n/a</i>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section		<i>n/a</i>	
2	Visually check control valve(s)	<input checked="" type="checkbox"/>		
3	Check operation of control valve(s)	<input checked="" type="checkbox"/>		
4	Check condition of coils	<input checked="" type="checkbox"/>		
5	Visually inspect for coil leaks	<input checked="" type="checkbox"/>		
6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>		
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>		
8	Record differential temperatures		<i>n/a</i>	
9	Record differential pressures		<i>n/a</i>	
10	Check starter/contactors		<i>n/a</i>	

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 x 25 x 2
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) found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, Work performed by: HVAC Technician **Additional Notes:**



