

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY023-123

MECHANIC
SIGNATURE

DATE: 9/10/19

LOCATION/RM #:

START TIME: 7 am

FINISH TIME: 8:30 am

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	✓		
2	Check operating voltage- indicate voltage in note section		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section		✓/h	
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		✓/h	
9	Record differential pressures		N/A	
10	Check starter/contactor		N/A	

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). If any repair found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, Work Order #, and the work performed by: HVAC Technician **Additional Notes:**



