

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

**SITE AND BLDG #:** NY023-123

**MECHANIC  
SIGNATURE:** *Deen Rose*

**DATE:** *3/3/21*

**LOCATION/RM #:** *Arma's Room / Telecom Room*

**START TIME:** *8Am*

**FINISH TIME:** *10Am*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	11970	9337	PM-FQT-9337	Carrier			J-04 1-pc Air Handler	
NY023-123	12173	9337	PM-SA-9337	Carrier			J-04 1-pc Air Handler	

**BELT SIZE**

**QTY**

*No Belts*

*N/A*

**FILTER SIZE**

**QTY**

*Washable Filters*

*2*

**\*\*\*Make, Model and Serial number must be filled out and corrected if applicable.\*\*\***

**Before and After Pictures Required**

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

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- <b>include year of model in note section</b>	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	<b>Inspect and Change belt if needed- indicate size in note section</b>	N	A	
15	<b>Change filter- indicate size in note section</b>	✓		Washed Filter
16	Check integrity of cabinet hardware	✓		
17	Inspect motor mounting isolators	✓		
18	Check condition of pulley and belts	N	A	
19	Check pulley alignment	N	A	
20	Remove and dispose of any debris from any maintenance activity	✓		

21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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:**

Same As Mini-Split, this is the indoor for the Mini-Splits  
that are outdoors.

\* CM - Asset # 9337 in the Arm's Room is not working  
Due to outdoor condensing unit motor being  
sized.

