

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR CONDITIONER - PACKAGE UNIT

ACTIVITY AND BLDG #: NY023-123

LOCATION: Kitchen / Hallway / Tools Room

MECHANIC
SIGNATURE:

START TIME:

DATE:

Deen Rowe

9/2/21

FINISH TIME:

8AM 4pm

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|-------|------------|--------------|--------------|-----------------|------------|-------------------|----------------|
| NY023-123 | 14405 | 190917-164 | PFQ190917164 | Trane | 4tta304804000ca | 14334pnd3f | 1-pc AC Units | |
| NY023-123 | 14405 | 190917-165 | PFQ190917164 | Trane | 4tta304804000ca | 16171ch3f | 1-pc AC Units | |
| NY023-123 | 14405 | 190917-166 | PFQ190917164 | Trane | 4tta304804000ca | 14515muc3f | 1-pc AC Units | |
| NY023-123 | 14824 | 190917-164 | PMS190917164 | Trane | 4tta304804000ca | 14334pnd3f | 1-pc AC Units | |
| NY023-123 | 14824 | 190917-165 | PMS190917164 | Trane | 4tta304804000ca | 16171ch3f | 1-pc AC Units | |
| NY023-123 | 14824 | 190917-166 | PMS190917164 | Trane | 4tta304804000ca | 14515muc3f | 1-pc AC Units | |
| | | | | | | | | |
| | | | | | | | | |

| 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. | ✓ | / | |
| 2 | Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings. | ✓ | / | |
| 3 | Inspect fan for bent blades, unbalance, excessive noise and vibration. | ✓ | / | |

| | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| 4 | Inspect, adjust belts and pulleys. Replace belt as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Clean evaporator coils. Use cleaning solvent that is approved by equipment manufacturer. Clean blower wheels when coils are cleaned. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Clean condenser coils and straighten fins as required. Use cleaning solvent that is approved by equipment manufacturer. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Clean heat wheel using soap and water. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



| | | | | |
|----|---|-------------------------------------|--------------------------|--|
| 9 | Inspect for tightness of connection to duckwork. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | UNIT REQUIRES IMMEDIATE ATTENTION <input type="checkbox"/> |
| 10 | Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 11 | Inspect piping and valves for leaks and tighten loose connections. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 12 | Inspect mounting brackets, bolts, fan guards, etc., adjust and tighten as required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 13 | Check all structural components; tighten bolts, nuts, and supports as required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 14 | Inspect for rust and corrosion. Apply paint where applicable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 15 | Inspect for waterlogged, loose, torn, or missing insulation. Repair as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 16 | Check the drain pan and condensate piping for blockages. Remove if found. Add treatment to prevent fungus growth. Clean drain pan. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 17 | Inspect controls and unit for proper operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 18 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 20 | Check refrigerant system temperatures. If outside of recommended levels, find cause, repair, and adjust refrigerant charge to achieve optimal operating levels. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 21 | Check oil level, add oil as required | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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: