

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR CONDITIONER - PACKAGE UNIT**

ACTIVITY AND BLDG #: NY023-123

**MECHANIC**  
**SIGNATURE:** Deen Rowe

DATE: 9/02/2022LOCATION: Parts Room, Office Area, KitchenSTART TIME: 8AmFINISH TIME: 130pm

| Site Location | WO #  | Asset #    | PM #         | Manufacturer | Model Number    | Serial #   | Asset Description | Asset Location |
|---------------|-------|------------|--------------|--------------|-----------------|------------|-------------------|----------------|
| NY023-123     | 18734 | 190917-164 | PFQ190917164 | Trane        | 4tta304804000ca | 14334pnd3f | 1-pc AC Units     |                |
| NY023-123     | 18734 | 190917-165 | PFQ190917164 | Trane        | 4tta304804000ca | 16171ch3f  | 1-pc AC Units     |                |
| NY023-123     | 18734 | 190917-166 | PFQ190917164 | Trane        | 4tta304804000ca | 14515muc3f | 1-pc AC Units     |                |
| NY023-123     | 19174 | 190917-164 | PMS190917164 | Trane        | 4tta304804000ca | 14334pnd3f | 1-pc AC Units     |                |
| NY023-123     | 19174 | 190917-165 | PMS190917164 | Trane        | 4tta304804000ca | 16171ch3f  | 1-pc AC Units     |                |
| NY023-123     | 19174 | 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness.                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Clean heat wheel using soap and water.   | <input checked="" type="checkbox"/> | A                                   |                                     |

|    |   |                                     |                                     |  |
|----|---|-------------------------------------|-------------------------------------|--|
| 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 checked="" 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  | <i>N</i>                            | <i>A</i>                            |  |