

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

PACKAGED AC UNIT/HEAT PUMP, GAS ELECTRIC

SITE AND BLDG#: NY023-123

MECHANIC

SIGNATURE: SIGNATURE ON FILE (DROWE)

DATE: 6/16/23

| Site Location | WO# | Asset# | PM# | Manufacturer | Model Number | Serial# | Asset Description | Asset Location |
|---------------|-----------|--------|--------------|--------------|--------------|---------|-------------------|----------------|
| NY023-123 | 2-22159-2 | | PFQ190917166 | | | | | |

| CHECK POINT | CHECKPOINT DESCRIPTION | NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation) |
|-------------|--|---|
| | | TO BE PERFORMED AT EACH INSPECTION SERVICE |
| 1 | Thoroughly inspect and clean interior and exterior of machine with wet/dry vacuum, (remove panels) | |
| 2 | Clean drain pan and note excessive corrosion Treat rusted areas with rust inhibitor | |
| 3 | Check for chilled water leaks on all lines, valves, strainers, coils, etc Clean strainer on chilled water unit | |
| 4 | Check for refrigeration leaks on all lines, valves, fittings, coils, etc, using a halogen leak detector or similar testing device | |
| 5 | Check condition of cooling and reheat coils Use fin comb if need to straighten fins | |
| 6 | Clean coils Use detergent solution and warm water if coil is heavily soiled | |
| 7 | Drain and clean humidifier pan or pad, whichever applies Replace pad if required Remove corrosion as needed | |
| 8 | Clean and lubricate motor and squirrel cage fan(s) Check alignment of motor and fan Check bearings for excessive wear | |
| 9 | Check belt tension and condition Adjust or replace as required | |
| 10 | Replace pre-filters if needed | |
| 11 | Replace final filter if needed | |
| 12 | Run machine, check action of controls, relays, switches, etc | |
| 13 | Check that chilled water valve(s) are operating properly, Reheat coils activate properly and Humidistat activates humidifier | |
| 14 | Valves regulating water pressure are proper on cooling, discharge air temperature is set properly, Check and record chilled water inlet and outlet temperature | |
| 15 | Humidistat activates humidifier, Reheat coils activate properly, Discharge air temperature is set properly | |
| 16 | Check and adjust vibration eliminator mountings if equipped Repair or replace if required | |
| 17 | If applicable, clean and test condensate pump and alarm | |

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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: General Maintenance Worker

Additional Notes: