

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY023-123

**MECHANIC
SIGNATURE:** *Deen Raw*

DATE: *3/3/23*

LOCATION/RM #: *Building 123*

START TIME: *1pm*

FINISH TIME: *2pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	21132	9337	PM-FQT-9337	Carrier			J-04 1-pc Air Handler	
NY023-123	21376	9337	PM-SA-9337	Carrier			J-04 1-pc Air Handler	

BELT SIZE

QTY

N/A

FILTER SIZE

QTY

Unshakable

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		
SPECIAL INSTRUCTIONS					

1	Check/Lubricate blower and motor bearings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check operating voltage- indicate voltage in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Visually check control valve(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
3	Check operation of control valve(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check condition of coils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Visually inspect for coil leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Record differential temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Record differential pressures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Check starter/contactor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Check overall condition of unit- include year of model in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Inspect and Change belt if needed- indicate size in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
15	Change filter- indicate size in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

17	Inspect motor mounting isolators	✓		
18	Check condition of pulley and belts	✓	A	
19	Check pulley alignment	✓	AS	
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 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:**