

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

PACKAGED AC UNIT/HEAT PUMP, GAS ELECTRIC

SITE AND BLDG#: NY023-123

MECHANIC

SIGNATURE: SIGNATURE ON FILE (Rodon)

DATE: 9/6/2023

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-123	2-23790-1		PFQ190917165					

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: