

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

**SITE AND BLDG #:** NY023-123

**MECHANIC**

**SIGNATURE:** *Signature on File (Rodon)*

**DATE:** 9/6/2023

**LOCATION/RM #:** Building 123

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	23943	9337	PM-FQT-9337	Carrier			J-04 1-pc Air Handler	
NY023-123	24203	9337	PM-SA-9337	Carrier			J-04 1-pc Air Handler	

**BELT SIZE**

**QTY**

**FILTER SIZE**

**QTY**

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	

14	<b>Inspect and Change belt if needed- indicate size in note section</b>	<i>X</i>		
15	<b>Change filter- indicate size in note section</b>	<i>X</i>		
16	Check integrity of cabinet hardware	<i>X</i>		
17	Inspect motor mounting isolators	<i>X</i>		
18	Check condition of pulley and belts	<i>X</i>		
19	Check pulley alignment	<i>X</i>		
20	Remove and dispose of any debris from any maintenance activity	<i>X</i>		
21	Document tasks performed during visit and report any observations to supervisor	<i>X</i>		

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:**

