

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

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

**MECHANIC  
SIGNATURE:** *Deen Rowe*

**DATE:** 3/5/20

**LOCATION/RM #:** Bay 13 and Bay 11

**START TIME:** 2 pm

**FINISH TIME:** 4 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	7398	9337	PM-FQT-9337				J-04 1-pc Air Handler	
NY023-123	7607	9337	PM-SA-9337				J-04 1-pc Air Handler	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Check/Lubricate blower and motor bearings	✓		
2	Check operating voltage- <b>indicate voltage in note section</b>	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check amperage- <b>indicate voltage in note section</b>	✓		
2	Visually check control valve(s)	✓		_____
3	Check operation of control valve(s)	✓		
4	Check condition of coils	✓		
5	Visually inspect for coil leaks	✓		

6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>		
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>		
8	Record differential temperatures	<input checked="" type="checkbox"/>		
9	Record differential pressures	<input checked="" type="checkbox"/>		
10	Check starter/contactor	<input checked="" type="checkbox"/>		
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>		
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>		
13	Check overall condition of unit- <b>include year of model in note section</b>	<input checked="" type="checkbox"/>		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- <b>indicate size in note section</b>	<input checked="" type="checkbox"/>		
15	Change/Check filter- <b>indicate size in note section</b>	<input checked="" type="checkbox"/>		
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>		
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>		
18	Check condition of pulley and belts	<input checked="" type="checkbox"/>		
19	Check pulley alignment	<input checked="" type="checkbox"/>		
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>		
21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>		

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:**

