

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: NY023-200

MECHANIC SIGNATURE: Don Rowe

DATE: 12/29/20

LOCATION: All Throughout Building / Boiler Room

START TIME: 9am

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	10718	190917-179	PFQ190917179	MCQuary			6-pc ptac 2nd floor	
NY023-200	10718	190917-180	PFQ190917179	MCQuary			7-pc ptac 1st floor	
NY023-200	10733	9433	PM-FQT-9433	Environmental Corp			J-09 8-pc PTAC	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	☒	☐	
2	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒	☐	
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	☒	☐	
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	☒	☐	
5	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms tube maintained by technician in universal waste binder.	☒	☐	
6	Recover, recycle, or reclaim the refrigerant as appropriate.	☒	☐	
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	☒	☐	

8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓		
9	Refrigerant oils to be treated as hazardous waste.	✓		
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	✓		
11	Remove access covers prior to accomplishing check points.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
CONDENSER				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Pressure wash coil with proper cleaning solution.	—	—	Outside too cold to clean coils/saved for warmer Day
3	Straighten fin tubes with fin comb.	—	—	Too COLD OUTSIDE

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		YES	NO	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	✓		
5	Check mounting for tightness.	✓		
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓		
7	Check fan or blower for bent or damaged blades and imbalance.	✓		2 condenser fans are out
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	✓		
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.	✓		
EVAPORATOR				
1	Inspect evaporator for any obvious deficiencies.	✓		
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		
COMPRESSOR(S)				
1	Lubricate drive coupling, if applicable.	✓		
2	Lubricate motor bearings (non-hermetic), if applicable.	✓		
3	Check bearings for vibrations or unusual noises.	✓		
4	Leak test unit with soap test or electronic device.	✓		
5	Check compressor oil level., if applicable.	✓		
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.	—	—	TOO COLD FOR A/C (winter season)
7	Check vibration eliminators. Replace as necessary.	✓		
8	Check safety controls for high pressure cut off.	—	—	Too COLD OUTSIDE
CONTROLS				
1	Confirm chiller is operating through building automation.	✓		

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:

- * There are actually 39 PTAC units in Building 200.
- * 3rd floor entrance - 1 unit needs a knob
 - other unit needs a knob and new motor
- * Room 3019 - PTAC needs a new motor.
- * Room 3001C - PTAC needs a new motor.
- * Room 3009 - PTAC needs a new motor.



- * Could not get access to some PTAC's because offices are closed and no one on site to let me in.