

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR COOLED CHILLER, PACKAGE UNIT**

SITE AND BLDG #:NY023-200

MECHANIC  
SIGNATURE:

START TIME:

DATE:

LOCATION:

7am

FINISH TIME:

2pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	3806	9433					J-09 8-pc PTAC	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO			
<b>SPECIAL INSTRUCTIONS</b>						
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.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>CONDENSER</b>				
1	Remove debris from air screen and clean underneath unit.			
2	Pressure wash coil with proper cleaning solution.			
3	Straighten fin tubes with fin comb.			
<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>	<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check mounting for tightness.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check for corrosion. Clean and treat with inhibitor as needed.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check fan or blower for bent or damaged blades and imbalance.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>EVAPORATOR</b>				
1	Inspect evaporator for any obvious deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMPRESSOR(S)</b>				
1	Lubricate drive coupling, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lubricate motor bearings (non-hermetic), if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check bearings for vibrations or unusual noises.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Leak test unit with soap test or electronic device.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check compressor oil level., if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check vibration eliminators. Replace as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Check safety controls for high pressure cut off.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CONTROLS</b>				
1	Confirm chiller is operating through building automation.	<input type="checkbox"/>	<input type="checkbox"/>	

Note: The technician shall perform any repair or corrective maintenance required to correct deficiencies found. The cost of repair (labor and direct material cost) per PM occurrence. For any deficiencies found, provide the O #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

