

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

**SITE AND BLDG #:** NY023-200

**MECHANIC SIGNATURE:** Deen Rowe

**DATE:** 12/8/21

**LOCATION:** B. 200

**START TIME:** 8am

**FINISH TIME:** 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	15212	190917-179	PFQ190917179	MCQuary			6-pc ptac 2nd floor	
NY023-200	15212	190917-180	PFQ190917179	MCQuary			7-pc ptac 1st floor	
NY023-200	15261	9433	PM-FQT-9433	Environmental Corp			J-09 8-pc PTAC	

<b>FILTER SIZE</b>	<b>QTY</b>
<b>BELT SIZE</b>	<b>QTY</b>

**\*\*\*\* Make, Model and Serial number must be filled out and corrected if applicable. \*\*\*\***

**Before and After Pictures Required**

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.	✓	✓	
12	<b>Belt Size and QTY</b>	✓	✓	
13	<b>Filter Sized and QTY</b>	✓	✓	

**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.	✓	✓	
3	Straighten fin tubes with fin comb.	✓	✓	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓	✓	
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.	✓	✓	
<b>EVAPORATOR</b>				
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.	N	A	
2	Lubricate motor bearings (non-hermetic), if applicable.	N	A	
3	Check bearings for vibrations or unusual noises.	N	A	
4	Leak test unit with soap test or electronic device.	N	A	
5	Check compressor oil level, if applicable.	N	A	
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.	N	A	
7	Check vibration eliminators. Replace as necessary.	N	A	
8	Check safety controls for high pressure cut off.	N	A	
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:**

- PTAC fan motor is out (3<sup>rd</sup> floor Hallway) Asset # 9433  
 - PTAC fan motor is out (2<sup>nd</sup> floor Hallway) Asset # 9433 (2)

