

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

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

**MECHANIC  
SIGNATURE:**

*Deen Rose*  
**DATE:** 3/10/22

**LOCATION/RM #:** *Boiler Room / Mechanical Room*

**START TIME:** 8Am

**FINISH TIME:** 11Am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	16362	9425	PM-FQT-9425	Trane	cfaa0231ualod	a15k82234	J-04 1-pc Air Handler	
NY023-200	16542	9425	PM-SA-9425	Trane	cfaa0231ualod	a15k82234	J-04 1-pc Air Handler	

BELT SIZE	QTY
5Vx510 / 5Vx930	1 / 1
FILTER SIZE	QTY
16x25x2 / 20x20x2	12 / 36

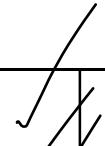
**\*\*\*Make, Model and Serial number must be filled out and corrected if applicable.\*\*\***

**Before and After Pictures Required**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Check/Lubricate blower and motor bearings	✓		
2	Check operating voltage-indicate voltage in note section	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				

1	Check amperage-indicate voltage in note section	✓		
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	✓		
7	Check for deterioration of gaskets	✓		
8	Record differential temperatures	✓		
9	Record differential pressures	✓		
10	Check starter/contactor	✓		
11	Check and tighten electrical connections	✓		
12	Clean condensate pan and clear drain line	✓		
13	Check overall condition of unit- <b>include year of model in note section</b>	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Inspect and Change belt if needed- indicate size in note section	✓		Not Needed
15	Change filter- indicate size in note section	✓		Changed All filters
16	Check integrity of cabinet hardware	✓		
17	Inspect motor mounting isolators	✓		
18	Check condition of pulley and belts	✓		

19	Check pulley alignment			
20	Remove and dispose of any debris from any maintenance activity			
21	Document tasks performed during visit and report any observations to supervisor			

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:**