

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR CONDITIONER - PACKAGE UNIT**

ACTIVITY AND BLDG #: NY023-200

MECHANIC  
 SIGNATURE: Dewey

DATE: 6/8/22

LOCATION:

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	17219	190917-179	PFQ190917179	MCQuary			6-pc ptac 2nd floor	
NY023-200	17219	190917-180	PFQ190917179	MCQuary			7-pc ptac 1st floor	
NY023-200	17329	9433	PM-FQT-9433	Environmental Corp			J-09 8-pc PTAC	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Verify Filter Condition. If clogged prior to scheduled change, change filter immediately. Label date on all filter installations.			
2	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.			
3	Inspect fan for bent blades, unbalance, excessive noise and vibration.			
4	Inspect, adjust belts and pulleys. Replace belt as needed.			
5	Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness.			

NO ACCESS Building Under Construction  
DO NOT ENTER THIS AREA. IT REQUIRES IMMEDIATE ATTENTION.

6	Clean evaporator coils. Use cleaning solvent that is approved by equipment manufacturer. Clean blower wheels when coils are cleaned.			
7	Clean condenser coils and straighten fins as required. Use cleaning solvent that is approved by equipment manufacturer.			
9	Inspect for tightness of connection to ductwork.			
10	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit			
11	Inspect piping and valves for leaks and tighten loose connections.			
12	Inspect mounting brackets, bolts, fan guards, etc., adjust and tighten as required.			
13	Check all structural components; tighten bolts, nuts, and supports as required.			
14	Inspect for rust and corrosion. Apply paint where applicable.			
15	Inspect for waterlogged, loose, torn, or missing insulation. Repair as needed.			
16	Check the drain pan and condensate piping for blockages. Remove if found. Add treatment to prevent fungus growth. Clean drain pan.			
17	Inspect controls and unit for proper operation.			
18	Inspect unit for overall condition and recommend for replacement or other needed repairs.			
19	Check compressor oil levels and/or pressure on refrigerant systems having oil level and/or pressure measurement means. Repair, replace, or adjust as needed to ensure proper operation. If a leak is suspected, check all piping and connections for leaks.			
20	Check refrigerant system temperatures. If outside of recommended levels, find cause, repair, and adjust refrigerant charge to achieve optimal operating levels.			
21	Check oil level, add oil as required			
8	Clean heat wheel using soap and water.			