

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

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

**MECHANIC  
SIGNATURE:**

*John Rowe*

**DATE:** 9/7/22

**LOCATION/RM #:** Building 20

**START TIME:** 8AM

**FINISH TIME:** 5AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	18873	9425	PM-FQT-9425	Trane	cfaa0231ualod	a15k82234	J-04 1-pc Air Handler	
NY023-200	19117	9425	PM-SA-9425	Trane	cfaa0231ualod	a15k82234	J-04 1-pc Air Handler	

<b>BELT SIZE</b>	<b>QTY</b>
<b>FILTER 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	Check/Lubricate blower and motor bearings			
2	Check operating voltage- <b>indicate voltage in note section</b>			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- <b>indicate voltage in note section</b>			
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/contactors			
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	<b>Inspect and Change belt if needed- indicate size in note section</b>			
15	<b>Change filter- indicate size in note section</b>			

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:**

- Building 200 is Under Construction

