

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

SITE AND BLDG #: NY023-200

MECHANIC  
SIGNATURE: Deen Rowe

DATE: 9/28/20

LOCATION/RM #: Mechanical Room (outside)

START TIME: 10Am

FINISH TIME: 12pm

| Site Location      | WO # | Asset # | PM #        | Manufacturer | Model Number  | Serial #  | Asset Description     | Asset Location |
|--------------------|------|---------|-------------|--------------|---------------|-----------|-----------------------|----------------|
| NY023-200          | 9952 | 9425    | PM-FQT-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<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
|  |  | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |  |               |    |   |
| 1  | Check/Lubricate blower and motor bearings                | ✓             | ✓  |   |
| 2  | Check operating voltage-indicate voltage in note section | ✓             | ✓  | 480 volts   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |               |    |   |
| 1  | Check amperage-indicate voltage in note section          | ✓             | ✓  | 7.5 Amps  |
| 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<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|---|---------------|----|---|
|             |   | YES           | NO |   |
| 14          | <b>Inspect and Change belt if needed- indicate size in note section</b>         | ✓             |    | Did Not Change Belt   |
| 15          | <b>Change filter- indicate size in note section</b>                             | ✓             |    | 16 X 25 X 2 (12)  |
| 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:**

