

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY023-200

**MECHANIC
SIGNATURE:** *Dean Row*

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	

BELT SIZE

QTY

FILTER SIZE

QTY

*****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- indicate voltage in note section	✓	/	<i>480 Volts</i>
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	✓	/	<i>7.5 Amps</i>
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- include year of model in note section	✓		

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	✓	/	Did Not Change Belt
15	Change filter- indicate size in note section	✓	/	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:**

