

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR CONDITIONER - PACKAGE UNIT

ACTIVITY AND BLDG #: NY023-206

MECHANIC
SIGNATURE: *Dee Rane*DATE: *3/12-3/*LOCATION: *Entire Building 206*START TIME: *8am*FINISH TIME: *4pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-206	11974	9497	PM-FQT-9497	Carrier			J-09 49-pc PTAC PA	
NY023-206	12178	9497	PM-SA-9497	Carrier			J-09 49-pc PTAC PA	

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.	✓		
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.	✓		
8	Clean heat wheel using soap and water.	✓		

9	Inspect for tightness of connection to duckwork.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UNIT REQUIRES IMMEDIATE ATTENTION <input type="checkbox"/>
10	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Inspect piping and valves for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Inspect mounting brackets, bolts, fan guards, etc., adjust and tighten as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Check all structural components; tighten bolts, nuts, and supports as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14	Inspect for rust and corrosion. Apply paint where applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Inspect for waterlogged, loose, torn, or missing insulation. Repair as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Check the drain pan and condensate piping for blockages. Remove if found. Add treatment to prevent fungus growth. Clean drain pan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Inspect controls and unit for proper operation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
18	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.			<i>FAN Coil Unit</i>
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	.		



*CM- PTAC in Room 209 is not working (asset # 9497)

Filters Needed

7½ x 26 x 1
 7½ x 32 x 1
 7½ x 22 x 1