

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### AIR CONDITIONER - PACKAGE UNIT

ACTIVITY AND BLDG #: NY023-206

MECHANIC  
SIGNATURE: *Deen Rave*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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Inspect, adjust belts and pulleys. Replace belt as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Clean evaporator coils. Use cleaning solvent that ia approved by equipment manufacturer. Clean blower wheels when coils are cleaned.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Clean condenser coils and straighten fins as required. Use cleaning solvent that is approved by equipment manufacturer.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Clean heat wheel using soap and water.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

9	Inspect for tightness of connection to duckwork.	-	/	UNIT REQUIRES IMMEDIATE ATTENTION ____
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			



FAN Coil Unit

Filters Needed

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

7½ x 26 x 1

7½ x 32 x 1

7½ x 22 x 1