

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR CONDITIONER - PACKAGE UNIT**

ACTIVITY AND BLDG #:NY023-206

MECHANIC  
SIGNATURE: *Deen Rowe*DATE: 6/21/21LOCATION: Building 206START TIME: 8AmFINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-206	13004	9497	PM-FQT-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, vibraton, overheating; lubricate bearings.	✓	/	
3	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓	/	
4	Inspect, adjust belts and pulleys. Replace belt as needed.	N	A	
5	Clean dampers, louvers, or shutters; lubricate pivot points and inspect linkages for tightness.	✓	/	
6	Clean evaporator coils. Use cleaning solvent that ia 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.	N	A	

9	Inspect for tightness of connection to ductwork.	N	A	UNIT REQUIRES IMMEDIATE ATTENTION — <i>No Ductwork</i>
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.	N	A	
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	✓		



\* Not a package unit, this is 49 PTAC's to a chiller

\* Still need filters ASAP — sizes —  $7\frac{1}{2} \times 26 \times 1$   
 $7\frac{1}{2} \times 32 \times 1$   
 $7\frac{1}{2} \times 22 \times 1$