

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY023-330

MECHANIC
SIGNATURE: *Deen Rao*

DATE: 9/21/20

LOCATION/RM #: Mechanical Room (EMS side)

START TIME: 2pm

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-330	10216	190917-210	PMS190917203	Carrier	4druaa08a2a6-0aoad	2815u14902	1-pc AHU	

BELT SIZE

QTY

A-39

1

FILTER SIZE

QTY

16x24x2

4

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>208 / 230 v. 1/5</i>
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓		<i>5.2 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Record differential temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Record differential pressures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not running
10	Check starter/contactor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Check overall condition of unit- include year of model in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Did not change
15	Change filter- indicate size in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16 x 24 x 2
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18	Check condition of pulley and belts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19	Check pulley alignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:**

