

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

**SITE AND BLDG #:** NY023-330

**MECHANIC  
SIGNATURE:** *Deen Rose*

**DATE:** *6/16/12*

**LOCATION/RM #:** *Attic (Army / FDNY)*

**START TIME:** *9am*

**FINISH TIME:** *4pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-330	17220	190917-203	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u14896	1-pc AHU	
NY023-330	17220	190917-204	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u14903	1-pc AHU	
NY023-330	17220	190917-205	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u14855	1-pc AHU	
NY023-330	17220	190917-206	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u15459	1-pc AHU	
NY023-330	17220	190917-207	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u14856	1-pc AHU	
NY023-330	17220	190917-208	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u14854	1-pc AHU	
NY023-330	17220	190917-209	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u14858	1-pc AHU	

NY023-330	17220	190917-210	PFQ190917203	Carrier	4druaa08a2a6-oaoad	2815u14902	1-pc AHU	
-----------	-------	------------	--------------	---------	--------------------	------------	----------	--

BELT SIZE	QTY
1 - 39	1 each
FILTER SIZE	QTY
16 X 24 X 2	4 each

\*\*\*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- <b>indicate voltage in note section</b>	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- <b>indicate voltage in note section</b>	✓	/	
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- <b>include year of model in note section</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
----	-------------------------------------------------------------------------------	-------------------------------------	--------------------------	--

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	<b>Inspect and Change belt if needed- indicate size in note section</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	<b>Change filter- indicate size in note section</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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:**

\*CM - Drain pan for evaporator is cracked needs to be replaced ASAP, using shop-vac to clean up excess water. (Asset # 190917-209)

✓ Replaced Unit #5 indoor fan motor.