

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER, BUILT UP, ROOFTOP

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

**MECHANIC**

**SIGNATURE:** SIGNATURE ON FILE (Rodon)

**DATE:** 9/7/2023

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-330	2-23792-4		PFQ190917207					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
TO BE PERFORMED AT EACH INSPECTION SERVICE		
1	Check fan blades and moving parts for cracks and excessive wear	
2	Check fan RPM against design specifications	
3	Check running motor amperatures on all three phases Compare with manufacturer's specifications	
4	Tighten all electrical connectors/lugs to proper torque	
5	If unit is a multi-zone air handler, then check each individual zone damper and associated controls	
6	Check bearing collar set screws on fan shaft to make sure they are tight	
7	Check dampers for dirt accumulations, clean as necessary Check belt, repair or replace as necessary	
8	Check damper actuators and linkage for proper operation Adjust linkage on dampers if out of alignment	
9	Lubricate mechanical connections of dampers sparingly	
10	Clean coils by brushing, blowing, vacuuming, or pressure washing	
11	Check coils for leaking, tightness of fittings	
12	Use fin comb to straighten coil fins	
13	Clean strainer (annually)	
14	Flush and clean condensate pans and drains, remove all rust prepare metal and paint	
15	Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution	
16	Treat condensate pans with an EPA approved biocide	
17	Check belts for wear and cracks, adjust tension or alignment Replace belts when necessary Multi-belt drives shall only be replaced with matched sets	
18	Check rigid couplings for alignment on direct drives, and for tightness of assembly Check flexible couplings for alignment and wear	
19	Before heating season (chilled water coils only) Drain cooling coils; blow down to remove moisture; refill with antifreeze and water solution; drain	

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER, BUILT UP, ROOFTOP

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

**MECHANIC**

**SIGNATURE:** SIGNATURE ON FILE (Rodon)

**DATE:** 9/7/2023

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-330	2-23792-4		PFQ190917207					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
TO BE PERFORMED AT EACH INSPECTION SERVICE		
20	Check freezestat for proper temperature setting and operation	
21	Vacuum interior of unit	
22	Blow out motor air vents with compressed air only	
23	Check filter doors and access doors for proper gasketing and air leaks Correct as necessary	
24	Lubricate fan shaft bearings while unit is running Add grease slowly until slight bleeding is noted from the seals	
25	Ensure that drains are clear and running If applicable, test and clean condensate pump	
26	Do not over lubricate Remove old or excess lubricant	

**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:** General Maintenance Worker

**Additional Notes:**