

# 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     | 2-23792-5 |        | PFQ190917208 |              |              |         |                   |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                               | NOTES/ACTIONS<br>(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     | 2-23792-5 |        | PFQ190917208 |              |              |         |                   |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                             | NOTES/ACTIONS<br>(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<br>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:**