

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: **NY030N01**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **06/23/2025**LOCATION/RM #: **WO# 19016 ASSET # 4698**

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).	X		
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan	X		
3	Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.	X		
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	X		
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.	X		
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	X		
8	Check belt tension and condition. Adjust or replace as required.	X		
9	Replace pre-filters Quarterly, Final Filters Annually	X		
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.	X		
12	Check and adjust vibration eliminator mountings if equipped.	X		
13	If applicable, clean and test condensate pump and alarm.	X		



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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: