

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: **NY030N01**
MECHANIC
SIGNATURE: James R Groft Jr
DATE: **11/30/2025**
LOCATION/RM #: **WO# 20452** **ASSET #3211**
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		   
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	X		
3	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.	X		
4	Recover, recycle, or reclaim the refrigerant as appropriate.	X		
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	X		
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	X		
7	Refrigerant oils to be treated as hazardous waste.	X		
8	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	X		
9	Remove access covers prior to accomplishing check points.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
CONDENSER				
1	Remove debris from air screen and clean underneath unit.	X		
2	Pressure wash coil with proper cleaning solution.	X		
3	Straighten fin tubes with fin comb.	X		
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors	X		
5	Check mounting for tightness.	X		
6	Check for corrosion. Clean and treat with inhibitor as needed.	X		
7	Check fan or blower for bent or damaged blades and imbalance.	X		

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		YES	NO		
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.		X	N/A	
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.		X	N/A	
EVAPORATOR					
1	Inspect evaporator for any obvious deficiencies.	X			
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	X			
COMPRESSOR(S)					
1	Lubricate drive coupling, if applicable.		X	N/A	
2	Lubricate motor bearings (non-hermetic), if applicable.		X	N/A	
3	Check bearings for vibrations or unusual noises.	X			
4	Leak test unit with soap test or electronic device.	X			
5	Check compressor oil level., if applicable.		X	N/A	
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.		X	UNIT OFF FOR HEATING SEASON	
7	Check vibration eliminators. Replace as necessary.	X			
8	Document AMP draw on compressors	X	L1	N/A	L2
9	Check safety controls for high pressure cut off.	X			L3
CONTROLS					
1	Record chilled water supply and return temps and Humidity .		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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: