

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
OUTDOOR CONDENSING UNIT**

**SITE AND BLDG #: NY058-02**

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial #     | Asset Description         | Asset Location |
|---------------|------|---------|------|--------------|--------------|--------------|---------------------------|----------------|
| NY058-02      | 2826 | 10148   |      |              | PFH067ACYL7  | 1031N1201500 | J-04 1-pc Condensing Unit |                |
| NY058-02      | 2828 | 10149   |      |              | PFH027A-PL7  | 1031N201508  | J-04 1-pc Condensing Unit |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                  | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. |               |    |                                                                         |
| 2                                          | Schedule outage of unit with personnel in area the unit serves.                                                                                                                  |               |    |                                                                         |
| 3                                          | Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                            |               |    |                                                                         |
| 4                                          | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.                                                        |               |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | Remove debris from air screen and clean underneath unit.                                                                                                                         |               |    |                                                                         |
| 2                                          | Wash coil with coil cleaning solution - Rinse Thoroughly                                                                                                                         |               |    |                                                                         |
| 3                                          | Straighten fin tubes with fin comb, as needed.                                                                                                                                   |               |    |                                                                         |
| 4                                          | Check electrical connections for tightness.                                                                                                                                      |               |    |                                                                         |
| 5                                          | Check mounting base for tightness.                                                                                                                                               |               |    |                                                                         |
| 6                                          | Inspect fans for bent blades, unbalance, excessive noise, and vibrations.                                                                                                        |               |    |                                                                         |

|    |                                                                                                                     |  |  |  |
|----|---------------------------------------------------------------------------------------------------------------------|--|--|--|
| 7  | Inspect all piping for leaks and tighten loose connections.                                                         |  |  |  |
| 8  | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. |  |  |  |
| 9  | Check supply air temperature to ensure unit is operating properly. If possible record room temperature.             |  |  |  |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs.                           |  |  |  |
| 11 | Clean up work area.                                                                                                 |  |  |  |

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:**