

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY058-02

**MECHANIC
SIGNATURE:**

Deen Rose **DATE:** 6/29/21

LOCATION/RM #: IT Room AND Office Areas

START TIME: 8Am

FINISH TIME: 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-02	12963	10144	PM-FQT-10144		PFH027A-PL7	1031N201508	J-04 1-pc Air Handler	NY058-02
NY058-02	12964	10145	PM-FQT-10145	Liebert			J-04 1-pc Air Handler	NY058-02

BELT SIZE

QTY

FILTER SIZE

QTY

*****Make, Model and Serial number must be filled out and corrected if applicable.*****

Before and After Pictures Required

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Check/Lubricate blower and motor bearings	✓	/	
2	Check operating voltage-indicate voltage in note section	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓	/	
2	Visually check control valve(s)	✓	/	
3	Check operation of control valve(s)	✓	/	

4	Check condition of coils	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Visually inspect for coil leaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Record differential temperatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Record differential pressures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Check starter/contactor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Check overall condition of unit- include year of model in note section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Inspect and Change belt if needed- indicate size in note section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Replaced recently
15	Change filter- indicate size in note section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20x20x4
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
18	Check condition of pulley and belts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
19	Check pulley alignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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:**

