

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### AIR HANDLER

**MECHANIC SIGNATURE:** Deen Rowe

DATE: 12/22/21

**START TIME:** 11 AM

**FINISH TIME:** 1 pm

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

**LOCATION/RM #:** Office and IT Room

[illegible]

<b>BELT SIZE</b>				<b>QTY</b>				
A-21				1				
<b>FILTER SIZE</b>				<b>QTY</b>				
20x20x4				2 / 1				

\*\*\*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	✓		
5	Visually inspect for coil leaks	✓		
6	Visually inspect for piping leaks	✓		
7	Check for deterioration of gaskets	✓		
8	Record differential temperatures	✓		
9	Record differential pressures	✓		
10	Check starter/contactors	✓		
11	Check and tighten electrical connections	✓		

12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Check overall condition of unit- <b>include year of model in note section</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	<b>Inspect and Change belt if needed- indicate size in note section</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
15	<b>Change filter- indicate size in note section</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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 checked="" type="checkbox"/>	

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:**

