

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

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

**LOCATION/RM #:** Office Area / Comms Room

**MECHANIC  
SIGNATURE:** *Deen Rowe*

**DATE:** *3/2/22*

**START TIME:** *11 Am*

**FINISH TIME:** *130 pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-02	16327	10144	PM-FQT-10144		PFH027A-PL7	1031N201508	J-04 1-pc Air Handler	
NY058-02	16328	10145	PM-FQT-10145	Liebert			J-04 1-pc Air Handler	
NY058-02	16449	10144	PM-SA-10144		PFH027A-PL7	1031N201508	J-04 1-pc Air Handler	
NY058-02	16450	10145	PM-SA-10145	Liebert			J-04 1-pc Air Handler	

**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- <b>indicate voltage in note section</b>	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- <b>indicate voltage in note section</b>	✓		
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/contactor	✓		
11	Check and tighten electrical connections	✓		
12	Clean condensate pan and clear drain line	✓		
13	Check overall condition of unit- <b>include year of model in note section</b>	✓		

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>	✓		
15	<b>Change filter- indicate size in note section</b>	✓		

16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18	Check condition of pulley and belts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19	Check pulley alignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>	<input 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:**

