

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

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

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

**MECHANIC  
SIGNATURE:** Deew Rowe

**DATE:** 12/20/22

**START TIME:** 8:15

**FINISH TIME:** 11:45am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-02	19808	10144	PM-FQT-10144		PFH027A-PL7	1031N201508	J-04 1-pc Air Handler	
NY058-02	19809	10145	PM-FQT-10145	Liebert			J-04 1-pc Air Handler	

**BELT SIZE**

**QTY**

Liebert Special belt

1

**FILTER SIZE**

**QTY**

20X20X4

1 / 2

**\*\*\*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		
<b>SPECIAL INSTRUCTIONS</b>					

1	Check/Lubricate blower and motor bearings	<input checked="" type="checkbox"/>		
2	Check operating voltage- <b>indicate voltage in note section</b>	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check amperage- <b>indicate voltage in note section</b>	<input checked="" type="checkbox"/>		
2	Visually check control valve(s)	<input checked="" type="checkbox"/>		_____
3	Check operation of control valve(s)	<input checked="" type="checkbox"/>		
4	Check condition of coils	<input checked="" type="checkbox"/>		
5	Visually inspect for coil leaks	<input checked="" type="checkbox"/>		
6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>		
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>		
8	Record differential temperatures	<input checked="" type="checkbox"/>		
9	Record differential pressures	<input checked="" type="checkbox"/>		
10	Check starter/contactor	<input checked="" type="checkbox"/>		
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>		
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>		
13	Check overall condition of unit- <b>include year of model in note section</b>	<input checked="" 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"/>		
15	<b>Change filter- indicate size in note section</b>	<input checked="" type="checkbox"/>		
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>		

17	Inspect motor mounting isolators			
18	Check condition of pulley and belts			
19	Check pulley alignment			
20	Remove and dispose of any debris from any maintenance activity			
21	Document tasks performed during visit and report any observations to supervisor			

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:**