

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## AIR HANDLER

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

**MECHANIC  
SIGNATURE:**

DATE: 3/31/23

LOCATION/RM #: Building 02

START TIME: 8 AM

**FINISH TIME:** 10 Am

<b>BELT SIZE</b>		<b>QTY</b>					
<b>FILTER SIZE</b>		<b>QTY</b>					

\*\*\*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	✓	/	
2	Check operating voltage- <b>indicate voltage in note section</b>	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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 type="checkbox"/>	
15	<b>Change filter- indicate size in note section</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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:**

