

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

SITE AND BLDG #: NY058-104

LOCATION/RM #:

MECHANIC  
SIGNATURE:

DATE:

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	5318	10227		McQuay			J-04 1-pc Air Handler, with Chilled Water	Outside Back
NY058-104	5333	10242		McQuay			J-04 1-pc Air Handler, with Chilled Water	Outside Back

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	✓		460/60/3
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section		✓	230 amps
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	/		High 600 psi Low 238 psi
10	Check starter/contactors	/		
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	Change belt if needed- <b>indicate size in note section</b>		/	
15	Change/Check filter- <b>indicate size in note section</b>	/		
16	Check integrity of cabinet hardware	/		
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 materials) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo of the deficiency, and a description of the deficiency. To be performed by: HVAC Technician **Additional Notes:**



