

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

**SITE AND BLDG #:** NY058-104

**MECHANIC:**  
**SIGNATURE:**

*Mike wolf*

**DATE:** 9/24/19

**LOCATION/RM #:**

**START TIME:**

*11am*

**FINISH TIME:**

*Noon*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	5318	10227		<i>McQuay</i>			J-04 1-pc Air Handler, with Chilled Water	<i>OUTSIDE BACK</i>
NY058-104	5333	10242		<i>McQuay</i>			J-04 1-pc Air Handler, with Chilled Water	<i>OUTSIDE BACK</i>

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-indicate voltage in note section	✓		<i>460/60/3</i>
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check amperage-indicate voltage in note section		✓	<i>230 amps</i>
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	/	/	<i>High Coop psig Low 235 psig</i>
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	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, and a detailed description of the deficiency. To be performed by: HVAC Technician **Additional Notes:**



