

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY058-104

MECHANIC
SIGNATURE:

Mark Wooten

DATE:

9/25/19

LOCATION/RM #:

START TIME:

12 pm

FINISH TIME:

1 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	5320	10229		<i>McQuay</i>			J-04 1-pc Air Handler	
NY058-104	5321	10230					J-04 1-pc Air Handler	

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		n/a	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section		n/a	
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- include year of model in note section	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- indicate size in note section		✓	
15	Change/Check filter- indicate size in note section	✓		M15 20x24x4 20x24x4
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) found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo of work performed by: HVAC Technician **Additional Notes:**



