

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY058-104

MECHANIC
SIGNATURE:

DEEN ROWE

DATE: 12/17/21

LOCATION/RM #: Mechanical Room 102a

START TIME: 8am

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	15228	10227	PM-FQT-10227	McQuay	CAH0147BDAO	FBOU100500474	J-04 1-pc Air Handler, with Chilled Water	2nd floor Mechanical Room
NY058-104	15229	10229	PM-FQT-10229	ANNEX AIR	ERP-1-05-FP-H-C	1538-01-0510	J-04 1-pc Air Handler	2nd floor Mechanical Room
NY058-104	15230	10230	PM-FQT-10230	McQuay	CAH0170	4100500474	J-04 1-pc Air Handler	Mechanical Room 102a
NY058-104	15231	10242	PM-FQT-10242	McQuay	AGZ1000HHNN-ER10	STNU100800095	J-04 1-pc Air Handler, with Chilled Water	Above Cages

BELT SIZE				QTY				
Multiple sizes								
FILTER SIZE				QTY				
Multiple sizes								

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	
SPECIAL INSTRUCTIONS				
1	Check/Lubricate blower and motor bearings	✓	/	
2	Check operating voltage-indicate voltage in note section	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓	/	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Check overall condition of unit- include year of model in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Inspect and Change belt if needed- indicate size in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	Change filter- indicate size in note section	<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:**

* CM- Contactor knob broke needs to be replaced ASAP.

