

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

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

**MECHANIC  
SIGNATURE:**

*DEEN ROWE*

**DATE:** 3/3/22

**LOCATION/RM #:** Mechanical Rooms

**START TIME:** 8am

**FINISH TIME:** 2pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	16330	10227	PM-FQT-10227	McQuay	CAH0147BDAO	FBOU100500474	J-04 1-pc Air Handler, with Chilled Water	
NY058-104	16331	10229	PM-FQT-10229	ANNEX AIR	ERP-1-05-FP-H-C	1538-01-0510	J-04 1-pc Air Handler	
NY058-104	16332	10230	PM-FQT-10230	McQuay	CAH0170	4100500474	J-04 1-pc Air Handler	
NY058-104	16333	10242	PM-FQT-10242	McQuay	AGZ1000HHNN-ER10	STNU100800095	J-04 1-pc Air Handler, with Chilled Water	
NY058-104	16456	10227	PM-SA-10227	McQuay	CAH0147BDAO	FBOU100500474	J-04 1-pc Air Handler, with Chilled Water	
NY058-104	16458	10229	PM-SA-10229	ANNEX AIR	ERP-1-05-FP-H-C	1538-01-0510	J-04 1-pc Air Handler	
NY058-104	16459	10230	PM-SA-10230	McQuay	CAH0170	4100500474	J-04 1-pc Air Handler	

NY058-104	16471	10242	PM-SA-10242	McQuay	AGZ1000HHNN-ER10	STNU100800095	J-04 1-pc Air Handler, with Chilled Water	
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<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	
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/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>	<input checked="" 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"/>		
15	<b>Change filter- indicate size in note section</b>	<input checked="" type="checkbox"/>		
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>		
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>		
18	Check condition of pulley and belts	<input checked="" type="checkbox"/>		
19	Check pulley alignment	<input checked="" type="checkbox"/>		
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>		
21	Document tasks performed during visit and report any observations to supervisor	<input checked="" 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:**

