

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY058-104

LOCATION/RM #: Mechanical Rooms 1st and 2nd floor

**MECHANIC
SIGNATURE:**

D. Cen

R. Wrc

DATE: 12/30/22

START TIME: 12pm

FINISH TIME: 5pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	19811	10227	PM-FQT-10227	McQuay	CAH0147BDAO	FBOU100500474	J-04 1-pc Air Handler, with Chilled Water	
NY058-104	19812	10229	PM-FQT-10229	ANNEX AIR	ERP-1-05-FP-H-C	1538-01-0510	J-04 1-pc Air Handler	
NY058-104	19813	10230	PM-FQT-10230	McQuay	CAH0170	4100500474	J-04 1-pc Air Handler	
NY058-104	19814	10242	PM-FQT-10242	McQuay	AGZ1000HHNN-ER10	STNU100800095	J-04 1-pc Air Handler, with Chilled Water	

BELT SIZE

QTY

multiple sizes

multiple

FILTER SIZE

QTY

multiple sizes

multiple

*****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	✓		
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	Inspect and Change belt if needed- indicate size in note section	✓		
15	Change filter- indicate size in note section	✓		
16	Check integrity of cabinet hardware	✓		

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:**