

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY058-104

MECHANIC
SIGNATURE: *Dean Rowe* DATE: *9/23/20*

LOCATION/RM #: *Mechanical Room 102A*

START TIME: *12 pm* FINISH TIME: *1:30 pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	9918	10230	PM-FQT-10230	McQuay	CAH0170	4100500474	J-04 1-pc Air Handler	

BELT SIZE

QTY

SVX 450

2

FILTER SIZE

QTY

20x24x2

6

*+ filter size
20x24x4
QTY
6 = Me1015*

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	✓		<i>460 volts</i>
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓		<i>FLA - 18.8 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- Glycol Chilled water supply
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Record differential temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Record differential pressures	<input type="checkbox"/>	<input type="checkbox"/>	
10	Check starter/contactor	<input type="checkbox"/>	<input type="checkbox"/>	
11	Check and tighten electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	
12	Clean condensate pan and clear drain line	<input type="checkbox"/>	<input type="checkbox"/>	
13	Check overall condition of unit- include year of model in note section	<input 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"/>	Changed Belts
15	Change filter- indicate size in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Merv 15) 20x24x4 + 20x24x2
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- Signs of leak by
Glycol chilled water
supply

