

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY058-104

MECHANIC
SIGNATURE: 1) EEN 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

+ $\frac{\text{filter size}}{20 \times 24 \times 4} = \frac{QTY}{6} = \text{Merge 15}$

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	✓		460 volts
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓		FLA - 18.8 amps
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	✓		- Glycol Chilled water supply
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- 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	✓		Changed Belts
15	Change filter- indicate size in note section	✓		(Men 15) 20X24 X4 + 20X24 X2
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 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

