

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: NY058-104

**MECHANIC
SIGNATURE:** Dean Rose

DATE: 9/22/10

LOCATION/RM #: Mechanical Room 2nd Floor

START TIME: 2 pm

FINISH TIME: 3:30 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	9917	10229	PM-FQT-10229	ANNEX AIR	ERP-1-05-FP-H-C	1538-01-0510	J-04 1-PC Air Handler	

BELT SIZE

QTY

No Belts

n/a

FILTER SIZE

QTY

16 x 20 x 2

24

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	✓		480 volts
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓		6.9 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	<input checked="" type="checkbox"/>		
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>		
8	Record differential temperatures	<input checked="" type="checkbox"/>		
9	Record differential pressures	<input checked="" type="checkbox"/>		
10	Check starter/contactor	<input checked="" type="checkbox"/>		
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>		
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>		
13	Check overall condition of unit- include year of model in note section	<input checked="" type="checkbox"/>		no year shown

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"/>		no belt
15	Change filter- indicate size in note section	<input checked="" type="checkbox"/>		16 x 20 x 2 (24)
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:**

