

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: NY070N02

MECHANIC

SIGNATURE: James R Groft JrDATE: 11/30/2025

LOCATION/RM #:

WO# 20455ASSET # 3234

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                         |
| 1                                          | Schedule outage of unit with personnel in area the unit serves.                                                                                             | X             |    |                                                                         |
| 2                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | X             |    |                                                                         |
| 3                                          | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.                                   | X             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                             |               |    |                                                                         |
| 1                                          | Remove debris from air screen and clean underneath unit.                                                                                                    | X             |    |                                                                         |
| 2                                          | Wash coil with coil cleaning solution - Rinse Thoroughly                                                                                                    | X             |    |                                                                         |
| 3                                          | Straighten fin tubes with fin comb, as needed.                                                                                                              | X             |    |                                                                         |
| 4                                          | Check electrical connections for tightness.                                                                                                                 | X             |    |                                                                         |
| 5                                          | Check mounting base for tightness.                                                                                                                          | X             |    |                                                                         |
| 6                                          | Inspect fans for bent blades, unbalance, excessive noise and vibrations.                                                                                    | X             |    |                                                                         |
| 7                                          | Inspect all piping for leaks and tighten loose connections.                                                                                                 | X             |    |                                                                         |
| 8                                          | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.                                         | X             |    |                                                                         |
| 9                                          | Check supply air temperature to ensure unit is operating properly. If possible record room temperature.and Humidity                                         |               | X  | N/A Room temp _____ Room Humidity _____%                                |
| 10                                         | Inspect unit for overall condition and recommend for replacement or other needed repairs.                                                                   | X             |    |                                                                         |
| 11                                         | Clean up work area.                                                                                                                                         | X             |    |                                                                         |

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:**