

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: **NY126N01**

MECHANIC
SIGNATURE: James R Groft Jr

DATE: 02/06/2025

LOCATION/RM #: **WO# 17701** **ASSET # 3143**

START TIME:**FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
1	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.		X	MAU-1, Unit unused since last PM procedure, Primarily used during summer months	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check fan blades and moving parts for cracks and excessive wear.	X			
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors		X	L1_____ L2_____ L3_____	UNIT CYCLED OFF IN HVAC SYSTEM
3	Tighten all electrical connectors/lugs to proper torque.	X			
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.		X	COMPUTER CONTROLLED SYSTEM MUST BE CHECKED THROUGH HVAC SOFTWARE BY AUTHORIZED PERSONNEL	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	X		NOT NECESSARY	
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	X		NOT NECESSARY	
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	X		NOT NECESSARY	
8	Lubricate mechanical bearings and connections sparingly.	X		NOT NECESSARY	
9	Clean coils by brushing, blowing, vacuuming		X	NOT NECESSARY	
10	Check coils for leaking, tightness of fittings.	X		NOT NECESSARY	
11	Use fin comb to straighten coil fins.		X	NOT NECESSARY	
12	Report any equipment rust or condensate pan rust -IF found open CM	X		NOT NECESSARY	
13	Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.		X	UNIT UNUSED SINCE PREVIOUS PM PROCEDURE	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	X		NOT NECESSARY	
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	X		NOT NECESSARY	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test freezestat for proper operation	X		
17	Vacuum interior of unit.	X		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	X		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.		X	UNIT UNUSED SINCE PREVIOUS PM PROCEDURE
20	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: