

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR COOLED CHILLER, PACKAGE UNIT**

SITE AND BLDG #: **NY126N01-01**

**MECHANIC**  
**SIGNATURE:** **James R Groft Jr**

**DATE:** **11/30/2025**

**LOCATION/RM #:** **WO#20441**      **ASSET # 3221**

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	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		Visual Inspection only based on current weather conditions
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	X		
3	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.	X		
4	Recover, recycle, or reclaim the refrigerant as appropriate.	X		
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	X		
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	X		
7	Refrigerant oils to be treated as hazardous waste.	X		
8	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	X		
9	Remove access covers prior to accomplishing check points.		X	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>CONDENSER</b>				
1	Remove debris from air screen and clean underneath unit.		X	
2	Pressure wash coil with proper cleaning solution.		X	
3	Straighten fin tubes with fin comb.		X	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors		X	
5	Check mounting for tightness.		X	
6	Check for corrosion. Clean and treat with inhibitor as needed.		X	
7	Check fan or blower for bent or damaged blades and imbalance.		X	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO			
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.		X			
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.		X			
<b>EVAPORATOR</b>						
1	Inspect evaporator for any obvious deficiencies.		X			
2	Inspect plumbing, valves and flanges for leaks and correct as needed.		X			
<b>COMPRESSOR(S)</b>						
1	Lubricate drive coupling, if applicable.		X			
2	Lubricate motor bearings (non-hermetic), if applicable.		X			
3	Check bearings for vibrations or unusual noises.		X			
4	Leak test unit with soap test or electronic device.		X			
5	Check compressor oil level., if applicable.		X			
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.		X			
7	Check vibration eliminators. Replace as necessary.		X			
8	Document AMP draw on compressors		X	L1	L2	L3
9	Check safety controls for high pressure cut off.		X			
<b>CONTROLS</b>						
1	Record chilled water supply and return temps and Humidity .		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:**