

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: PA209

MECHANIC  
SIGNATURE:*Pet Boudreau*

DATE: 5/21/2024




LOCATION/RM #:

WO# 15532

ASSET # See notes

START TIME: 9:15AM

FINISH TIME: 11:30AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule outage of unit with personnel in area the unit serves.	●		
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.	●		
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	●		
TO BE PERFORMED AT EACH INSPECTION				
1	Remove debris from air screen and clean underneath unit.	●		 <div>Room temp <u>70</u> Room Humidity <u>42</u> %</div> 
2	Wash coil with coil cleaning solution - Rinse Thoroughly	●		
3	Straighten fin tubes with fin comb, as needed.	●		
4	Check electrical connections for tightness.	●		
5	Check mounting base for tightness.	●		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	●		
7	Inspect all piping for leaks and tighten loose connections.	●		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	●		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.and Humidity	●		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	●		
11	Clean up work area.	●		



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the repair.

To be performed by: HVAC Technician

Additional Notes: Asset 3302, 3306, 3308, 3309

3302 out of service 3308 needs repaired