

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: PA209

MECHANIC  
SIGNATURE: *Pat Banks*

DATE: 5/25/23

LOCATION/RM #: WO# 12669 ASSET # 3310

START TIME: 10AM

FINISH TIME: 12PM

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 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.                                   | ●             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |   |
| 1   | Remove debris from air screen and clean underneath unit.  | ●             |    |   |
| 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   | ●             |    | Room temp <u>72</u> Room Humidity <u>20</u> %                           |
| 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 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: