



## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: VA001MECHANIC  
SIGNATURE: DATE: 5/2/24LOCATION/RM #: \_\_\_\_\_ WO# 15523 ASSET # 3237START TIME: 9AMFINISH TIME: 11AM

| 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.   | ●             |    |  |
| 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.  | ●             |    |  |
| 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.   | ●             |    | Room temp <u>69°</u> Room Humidity <u>33</u> %                                       |
| 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 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:**

Outdoor Condensing unit checks out well.  
Waiting on approval to fix Drain.  
-AS

