

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV002

LOCATION/RM #: WO# 12680 ASSET # 3277

MECHANIC SIGNATURE: Brian M. Smith DATE: 5-1-2023

START TIME: 1200 FINISH TIME: 330

| 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 SERVICE |   |               |    |   |
| 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 _____ Room 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:

**This unit is void of refrigerant on cooling circuit 1 and cooling circuit 2 compressor has a open winding.**