

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

SITE AND BLDG #: PA063

MECHANIC  
SIGNATURE:

DATE: 11/20/2025

LOCATION/RM #: WO# 20429 ASSET # 3269

START TIME: 2:00PM

FINISH TIME: 2:30PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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 _____ 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:**