

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

MECHANIC
SIGNATURE:



DATE: 15-SEP-2025

SITE AND BLDG #: WV005-01

LOCATION/RM #: WO# 20031 ASSET # 9099

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES / ACTIONS
		YES	NO		
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.	●			
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>74</u> Room Humidity <u>39</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: 1 Condenser down requesting CSS # for Asset # 9099.
 PM complete with no other issues.
 -AS

