

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: **NY030N01**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **03/18/2024**LOCATION/RM #: **WO#15156** ASSET # **4699**

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                                                  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                                                         | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                                                         |               |    |                                                                         |
| 1                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work                                                              | X             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                                         |               |    |                                                                         |
| 1                                          | Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).                                                                                                                    | X             |    |                                                                         |
| 2                                          | Clean drain pan and note excessive corrosion. Place tablet in condensate pan                                                                                                                                            | X             |    |                                                                         |
| 3                                          | Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor. | X             |    |                                                                         |
| 4                                          | Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.                                                                                                                                   | X             |    |                                                                         |
| 5                                          | Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.                                                                                                                                 | X             |    |                                                                         |
| 7                                          | Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.                                                                                                | X             |    |                                                                         |
| 8                                          | Check belt tension and condition. Adjust or replace as required.                                                                                                                                                        | X             |    |                                                                         |
| 9                                          | Replace pre-filters Quarterly, Final Filters Annually                                                                                                                                                                   | X             |    |                                                                         |
| 11                                         | If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.                                                                   | X             |    |                                                                         |
| 12                                         | Check and adjust vibration eliminator mountings if equipped.                                                                                                                                                            | X             |    |                                                                         |
| 13                                         | If applicable, clean and test condensate pump and alarm.                                                                                                                                                                | X             |    |                                                                         |

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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**