

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: VA012-02

MECHANIC SIGNATURE: 

DATE: 4-MAR-2026

LOCATION/RM #: **WO# 21396 ASSET # 4701**

START TIME: 11AM

FINISH TIME: 1PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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	●		
TO BE PERFORMED AT EACH INSPECTION				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).	●		
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan	●		
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.	●		
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	●		
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.	●		
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	●		
8	Check belt tension and condition. Adjust or replace as required.	●		
9	Replace pre-filters Quarterly, Final Filters Annually	●		
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.	●		
12	Check and adjust vibration eliminator mountings if equipped.	●		
13	If applicable, clean and test condensate pump and alarm.	●		



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:

