

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: NY030 BLDG1

MECHANIC
SIGNATURE: 

DATE: 12/4/23

LOCATION/RM #: ----- WO# 14399 ASSET # 4698,4699,
4700

START TIME: 8:15am

FINISH TIME: 8:30am

| 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 SERVICE | | | | |
| 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. | | ✓ | There are no roof top units at this site |
| 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: