

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

SITE AND BLDG #: **NY030 BLDG1**LOCATION/RM #: ----- WO# **14399** ASSET # **4698,4699,
4700**MECHANIC
SIGNATURE DATE: **12/4/23**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		<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).		<input checked="" type="checkbox"/>	
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan		<input checked="" type="checkbox"/>	
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.		<input checked="" type="checkbox"/>	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.		<input checked="" type="checkbox"/>	
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.		<input checked="" type="checkbox"/>	
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.		<input checked="" type="checkbox"/>	
8	Check belt tension and condition. Adjust or replace as required.		<input checked="" type="checkbox"/>	
9	Replace pre-filters Quarterly, Final Filters Annually		<input checked="" type="checkbox"/>	
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.		<input checked="" type="checkbox"/>	
12	Check and adjust vibration eliminator mountings if equipped.		<input checked="" type="checkbox"/>	
13	If applicable, clean and test condensate pump and alarm.		<input checked="" type="checkbox"/>	

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: