

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *PA 096-02*LOCATION/RM #: OMS WO# *10931*ASSET # *5103*MECHANIC  
SIGNATURE: *Jenifer*DATE: *8/24/19*START TIME: *8:30*FINISH TIME: *8:45*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		/	
2	Schedule outage of unit with personnel in area the unit serves.	/		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		/	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	/	<i>MP</i>	
2	Wash coil with coil cleaning solution - Rinse Thoroughly	/	<i>PA</i>	
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.	/		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.		<i>PA</i>	
11	Clean up work area.		<i>PA</i>	

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:

*DK*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *P* 08C-02LOCATION/RM #: *0m1* WO# *10231*ASSET # *5198*MECHANIC  
SIGNATURE:  
*[Signature]*START TIME:  
*8:30*DATE:  
*8/28/13*FINISH TIME:  
*8:45*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES      NO	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 1 In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.
- 2 Schedule shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary. *✓*
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear. *✓*
- 3 Tighten all electrical connectors to proper torque as needed. *✓*
- 4 Check that the fan runs properly in all speeds as applicable. *✓*
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. *✓*
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. *✓*
- 7 Lubricate mechanical connections of dampers sparingly as applicable. *✓*
- 8 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. *✓*
- 9 Clean coils by brushing, blowing, vacuuming, or pressure washing. *✓*
- 10 Check coils for leaking, tightness of fittings. *✓*
- 11 Use fin comb to straighten coil fins as needed. *✓*

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. *✓*
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly. *✓*
- 14 Vacuum interior of unit. *✓*
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary. *✓*
- 16 Change the filter as needed with the correct size and type filter. *✓*
- 17 Insure that drain(s) are clear and running. *✓*
- 18 Clean up work area. *✓*

*BK*

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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: General Maintenance Worker  
 Additional Notes: